

Hobbs Municipal Schools Job Description

Position: Director of Safety and Security

Supervisor: Associate Superintendent of Schools

General Job Description: Coordinate and supervise Safety and Security Services programs and functions affecting the safety, security and emergency preparedness of Students, Staff, Visitors, District, Campuses and Facilities.

Qualifications:

1. Coursework, training or certification in public safety, school safety and security, emergency services, emergency management, Incident Command Systems
2. Knowledge of school business and operations, purchasing, insurance and budgeting.
3. Skilled in supervisory functions and methods, personnel staffing and evaluation.
4. Working knowledge of security-related methods and technology (site control, security cameras, access control, etc.)
5. Skilled in developing and providing training to small and large groups.
6. Knowledge of Federal and State codes as they apply to Public Schools.
7. Ability to work around many people and maintain a positive perspective.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
9. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Demonstrates and understanding of the dynamics of the educational organization.
2. Coordinates a district-wide safety program and committee.
3. Coordinate School Resource Officer (SRO) program
4. Assists the administrative staff with security concerns.
5. Demonstrates foresight, examines issues, and takes initiative to improve the quality of education in the community.
6. Coordinate District and outside agency response to urgent, emergency or safety-related situations arising at campuses and other facilities.
7. Coordinate the regular review and update of District and campus emergency operations plans.
8. Develop and coordinate drills, tabletop exercises with campuses and/or outside agencies to test emergency readiness of various District components.
9. Prepare reports concerning regular tests of emergency procedures and equipment.
10. Coordinate and foster relationships between District and various Emergency Response Dept.
11. Uses effective people skills to communicate.
12. Provides and maintains an environment where optimal student growth can take place.
13. Demonstrates ethical leadership.
14. Uses supervision, staff development and performance evaluation to improve the educational climate of the district.
15. Maintains a familiarity with current educational issues through a process of ongoing personal development.
16. Complies with all Board policies and administrative regulations.
17. Works cooperatively with administrators, supervisors, and colleagues.
18. Demonstrates ethical behavior.
19. Establishes and recommends priorities on mill and/or bond money.
20. Maintains records as required.

Additional Duties and Responsibilities:

1. Assists the Superintendent in the budget process and applications.
2. Advises Superintendent or designee on recommended weather delays.
3. Serves as a liaison with the City of Hobbs, Lea County, and New Mexico governmental agencies in matters concerning public safety, publications, transportation, and facilities.
4. Other duties as assigned by the Superintendent.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be able to interact with the public and staff in a tactful and cooperative manner. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work extended work hours and be able to travel. Must be able to work under stressful conditions.

Physical Requirements:

Sitting, standing, lifting, pushing, pulling and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture and equipment may be required

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.