



DIRECTOR OF PUBLIC SAFETY

Position Summary

The Director of Public Safety is responsible for directing a comprehensive safety and security program and employ such personnel as may be necessary to insure the safety of school district personnel and students upon and in the vicinity of school district premises and the security of the real and personal property owned. The Director of Public Safety will be responsible for enforcing the criminal laws for the state of Oregon as necessary and serve as the District's liaison to outside law enforcement and emergency first responders. The Director of Public Safety will oversee safety and emergency preparedness throughout the District. The Director of Public Safety will serve as a focal point to coordinate efforts, facilitate access to resources and provide professional development and support on a district-wide basis.

Supervisory Relationship

This position reports to the Assistant Superintendent for Administrative Services.

Essential Functions

1. Directs the planning, development and implementation of Districtwide safety and security strategy that utilizes available technologies, industry best practices, comprehensive training of personnel and collaborative relationships with outside agencies.
2. Ensures compliance with all statewide law-enforcement managed information systems as they pertain to the public safety office, including but not limited to LEDS, NCIC, JJIS.
3. Maintains Districtwide records of security incidents. Monitors community crime trends and statistics that may impact school safety.
4. Develops and maintains district-wide disaster plan and coordinates disaster preparedness exercises with outside emergency response agencies and serves as the district's representative on city and county disaster teams.
5. Respond to district crises situations, including on-site crisis management, and after hour responses.
6. Plans, implements and supervises security and safety programs. Monitors security and safety programs to assure the programs meet instructional goals and promote a high level of educational, professional, and ethical standards. Define and integrate safety/security guidelines with key instructional objectives, policies and regulations. Coordinate and integrate security/safety guidelines with key operational programs.
7. Plan, budget and supervise security and public safety activities.
8. Respond to police actions at 4J schools to assist in coordinating responses. Be available as the final choice on security alarm responses for all properties.
9. Assure that the safety/security policies of the district are in place by conducting surveys, inspections, and follow-up critiques.
10. Assists district departments with investigations when requested.
11. Assist in education so our community follows safe practices regarding students at home as well as in school.
12. Advise, from a safety perspective, plans for new buildings and remodels providing the safest buildings for staff and students.
13. Perform safety/wellness checks on students and staff when requested.
14. Ability to obtain and maintain police officer certification or administrative police certification through the Oregon Department of Public Safety Standards and Training.

15. Receive and maintain firearms proficiency as required by state law.
16. Must complete 84 hours of law enforcement certified training each calendar year.
17. Must possess Executive Certification from the Department of Public Safety Standards and Training for Unarmed Security.
18. Must possess a valid Oregon driver's license.
19. Performs other duties as assigned.

Required Knowledge, Skills and Abilities

1. Strong critical thinking and problem solving skills.
2. Ability to maintain confidentiality in all aspects of the job.
3. Ability to manage multiple tasks with frequent interruptions.
4. Ability to manage multiple priorities.
5. Ability to diffuse and manage volatile and stressful situations.
6. Ability to work with students with diverse backgrounds and abilities.
7. Ability to promote and follow District policies.
8. Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
9. Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to a supervisor.
10. Ability to conduct research, collect and analyze data and prepare written and oral reports.
11. Ability to analyze, classify and rate risks, exposure and loss expectancies.
12. Ability to communicate effectively, both verbally and in writing.
13. Ability to interpret, analyze and present information from various regulatory agencies in an appropriate form geared towards a targeted audience.
14. Experience supervising staff.

Minimum Qualifications

Education

- Bachelor's degree from an accredited college or university in Criminal Justice, Emergency Management, Law Enforcement Leadership or related field. Master's preferred.
- Ability to obtain a supervisory Dept. of Public Safety & Training certificate.

Experience

- Five years of increasingly responsible professional experience in conflict mediation, school safety programs, online bullying prevention, drug/alcohol prevention, professional development to large audiences and other public safety related experience. Must be experienced in supervising staff and communicating with students and parents.

Any equivalent combination of education and experience that provides the required expertise to perform essential functions listed in the job description may be considered qualifying by Human Resources.

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS Association
Pay Grade	Grade 12
Approved by	Cydney Vandercar, Asst. Superintendent Administrative Svcs.
Last revised	August 8, 2019