

Position Title: Chief School & Student Safety Officer

Department: Legal Affairs and School Safety

Reports to: General Counsel & the Deputy Chief Executive Officer

Reporting to this position: Deans of Safety & Conduct and Noon Time Aides

Job Summary

The Chief School & Student Safety Officer should have knowledge of school law, Department of Education rules, and School Board rules and regulations. Demonstrated skills in planning, research, and management. Ability to communicate effectively with school personnel, parents, law enforcement, various community agencies and members of the community. Additionally, to provide for the security and protection of all students, staff, and property. To develop programs and provide services which will promote a safe and orderly environment for all students in school and on school buses to help ensure an educational experience of the highest quality.

Nature and Scope of Position

- Evaluate CEC's security program on a continuing basis and recommend changes or draft plans as necessary.
- Coordinate the preparation of local, state and federal reports relative to areas of responsibilities.
- Assist with developing and coordinating cooperative agreements, interagency agreements, and contracts with other agencies for security needs only.
- Serve as CEC's emergency control officer, developing procedures and protocols to deal with emergencies and maintaining an emergency management plan.
- Act as a liaison with public safety authorities and school resource officers on all matters affecting school security.
- Coordinate any special security needs deemed necessary for school system meetings or activities.
- Work with administrators, faculty, staff and students at each school to ensure proper security and measures are implemented as related to
- students, employees, facilities, and property.
- Develop and implement prevention strategies in an effort to minimize the likelihood of school violence.
- Develop and coordinate an ongoing staff development program for employees who have security responsibilities.
- Supervise and coordinate the staff and Drug Free Schools Project.
- Review Board policies and make recommendations regarding school safety and security.
- Maintain information on Best Practices relative to school safety and security.

- Maintain current data on juveniles involved in the criminal and juvenile justice system and assure that proper notification to school personnel is made as prescribed by State Law or Statute.
- Oversee and coordinate the school volunteer program.
- Assist with supervision and administration of CEC's transportation program.
- Participate in training programs to increase individual skill and proficiency related to school safety, security, and transportation.
- Conduct presentations to various community groups and organizations relative to school safety and security.
- Prepare and administer the department budget along with the General Counsel.
- Perform other duties as assigned by the Chief Executive Officer.

Physical Requirements:

- Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Qualifications:

- Master's Degree in Criminal Justice, Educational Administration and Supervision or Educational Leadership
- Minimum of five (5) years in a security, policing or private and dignitary/executive protection.
- In lieu of the above listed qualifications we will accept a minimum of 8 years of policing and private protection employment a High School
- Diploma, Associates Degree, 60 credit hours or more earned, Certified Licensed Agent, Graduate of a Police Academy or Federal Bureau of
- Investigation National Academy.
- Familiar with community policing strategies;
- Experience in managing, hiring and training staff;
- Experience with closed circuit camera technology, emergency management preparedness, and best practices in the field; Or any other combination of applicable education, training and experience which provides the knowledge, abilities, and skills necessary to perform effectively in the position.