



Little Rock School District

JOB DESCRIPTION

Position Title: Director of Security and Security

Prepared Date: 01/20/2022

JOB GOAL:

Provide a safe and secure environment for students, employees, and visitors using the All-Hazard approach by helping to develop, establish, and enforce safety and security policies, access control procedures, accident prevention efforts, support risk management efforts, fire safety emergency management, asset protection, parking control, and traffic enforcement programs. Position may require varying work hours and days including evenings and weekends.

TERMS OF EMPLOYMENT:

Twelve (12) month contract (245 days), Pay 802 Grade 25, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Exempt**

QUALIFICATIONS:

1. Bachelor's Degree required, Master's Degree preferred.
2. As a high quality educational institution, the District seeks an individual who has at least 10 years of demonstrated professional work experience in least one of the primary fields relating to this position: public education, law enforcement, security, risk management, fire service, or emergency management – demonstrating strong organizational, communication (oral and writing skills), and interpersonal skills.
3. Criminal Background Check Clearance required for hire: no misdemeanor arrests or convictions in the last six years, no felony arrests or convictions. Must be willing to submit to and pass drug test if requested and subject to random drug testing. Must maintain a valid driver's license – no conviction for careless or reckless driving or DWI in the last five years.
4. Ability to effectively perform district-wide and campus-based security tasks: high degree of diplomacy, flexibility and adaptability, common sense, problem solving, mediation skills, ability to respond to hostile situations and intervene in physical altercations, work with large groups of students, including students with special needs, demonstrating strong organizational and interpersonal skills. The successful candidate must continue and improve the District's ongoing commitment to the safety of students, staff, and visitors while fostering a creative, warm, caring, and effective learning environment.



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ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Determines and communicates security policies and procedures by studying organization operations and schedules; establishes internal controls; conducts inspections as appropriate; reports potential hazards to appropriate departments; creates and updates School Board policies, Standard Operating Procedures, and safety and security manuals; coordinates and conducts training sessions as directed.
2. Secures facilities, equipment, students, and personnel by working in conjunction with the appropriate schools/departments in recommending safety and security equipment purchases and upgrades; maintaining records of fire and other emergency drills, as well as, conducting drills when appropriate; supervising and maintaining access control and key distribution.
3. Provides special assistance to Principals and district staff regarding security related matters.
4. Conducts safety and security planning/training with security-based officers and provides assistance to resource officer (SRO) personnel, local government planners, and first responders.
5. Coordinates school safety compliance with federal, state, and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements.
6. Conducts and/or coordinates investigations as directed.
7. Works with appropriate departments to meet operational security needs within budget; works with Finance, Facilities, and Maintenance departments for capital improvements as needed; schedules expenditures.
8. Works to support the efforts of Risk Management by reducing the likelihood of safety incidents – accomplishing related results as needed. Coordinates SAVE Act planning and reporting.
9. Perform other job-related duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of



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sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.