



**DIRECTOR, SAFE SCHOOLS**

**GENERAL RESPONSIBILITIES**

Under the leadership of the Chief Operations Officer, the position is responsible for performing supervisory and administrative tasks in developing, implementing, and managing programs to address school safety and security effectively. The position coordinates building safety throughout the school division and works throughout the organization to gather feedback to promote and enhance departmental and organizational operations and effectiveness.

**ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ensure that the work of the office aligns with the School Division's strategic plan, mission, and goals.
- Develop, plan, and implement office goals and objectives; recommend and administer policies and procedures.
- Coordinate the development and submission of grant applications for school safety.
- Manage the development and maintenance of safety and training programs to support a safe school environment.
- Provide recommendations to the Chief Operations Officer on policy changes, innovations, and enhancements in the areas of security and safe schools.
- Coordinate departmental security activities with those of other departments and outside support agencies and organizations.
- Collaborate with School Plant in the placement/replacement operation, and evaluation of alarm systems, closed circuit television systems, and electronic access controls.
- Oversee and participate in the development and administration of the department's budget process including the monitoring and approval of expenditures.
- Collaborate in seeking new ways to share resources, best practices, and ideas in order to optimize service delivery department wide.
- Monitor workflow and assign work activities, projects and programs to meet the goals of the department and school division.
- Respond to and resolve difficult and sensitive inquiries and complaints regarding the safety and security of personnel and property.
- Respond to school emergencies and requests from principals regarding security and safe school matters.
- Monitor compliance with established guidelines including patrol summaries, alarm logs, and other reports.
- Meet weekly with coordinators and staff to provide direction, set objectives, and provide necessary updates.
- Implement and evaluate programs and projects to ascertain overall effectiveness.
- Review and update the School Division's Emergency Response Plan and Emergency Procedures Guide for non-school facilities.
- Promote best safe schools' practices and consistent emergency procedures throughout the division.
- Ensure compliance with Virginia school safety regulations.
- Provide school safety training for security assistants and school administrators.
- Plan and coordinate the school safety audits.
- Coordinate safety drills in auxiliary buildings.
- Act as liaison with the City of Virginia Beach to coordinate sheltering during emergencies.
- Supervise school security officers that monitor buildings after hours and weekends.
- Approve payment of police for non-athletic school events.
- Select, train, motivate, and evaluate staff.
- Serve on teams and committees and collaborate with other departments and agencies, both internal and external to the school division in support of the organizational strategies.
- Represent the school division on departmental related issues with external agencies consisting of, but not limited to, the Virginia Beach Police Department, the Virginia Beach Fire Department, Emergency Management, and the media.
- Act as a liaison with the Virginia Center for School and Campus Safety to coordinate completion of State safety audits.
- Perform related work as required.



**KNOWLEDGE, SKILLS, AND ABILITIES**

Must have a comprehensive knowledge of the specialized principles and procedures of modern safe school and/or security practices. Must have a thorough knowledge of local government organizations and operations. Must have knowledge of applicable local, state and federal laws and familiarity with VBCPS policies and regulations; knowledge of the VBCPS strategic plan, mission statement, and guiding principles. Must have the ability to make formal presentations and prepare correspondence and reports. Must have the ability to develop and maintain effective working relationships with staff, principals, administration, public safety officials, media, the public, and other agencies; ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; and the ability to evaluate the effectiveness of safe school programs, relevant technology, and make recommendations for improvements. Must be able to set goals and meet objectives. Must have excellent oral and written communication, consensus building, mediation, negotiation, and problem-solving skills.

**EDUCATION AND EXPERIENCE**

**Required:**

Master’s Degree in School Administration, Public Administration, Government Operations, Business Management, or a similar program related to extensive school administration or public safety.

**Preferred:**

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, reaching, and driving. Occasional walking, standing, and bending. Work involves occasional exposure to unusual elements such as extreme temperatures and/or loud noises. Ability to lift 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license  
Regular and reliable attendance is an essential function of this position.

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| FLSA Status: Exempt | Description: 9/17, 7/18, 7/20 |
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