

Executive Director of School Safety
New Hanover County Schools

Job Description

Class: Administrative
Divisions: Operations

TITLE: Executive Director of School Safety

QUALIFICATIONS:

1. Bachelor's degree in public safety, emergency management or related field; or equivalent combination of law enforcement, military, criminal justice or related field experience.
2. Seven or more years of experience working with emergency management-related agencies.
3. Valid NC driver's license.
4. Other qualifications as the Superintendent and Board may find appropriate.

REPORTS TO: Assistant Superintendent of Operations

JOB GOAL: To effectively coordinate and lead the safety administration of the district's schools and facilities. Collaborate and coordinate with various agencies at the local, state and federal level and with district division leaders and building principals to establish appropriate regulations, procedures, and plans to ensure safe and secure school facilities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with local, state and federal regulations pertaining to safety and emergency management issues.
2. Assess, develop, implement and assess the organizational structure and procedures to provide safety and security programs for the district and all facilities.
3. Develop and maintain short- and long-term goals relating to school safety that promotes and ensures the safety of students, staff and school visitors.
4. Lead safety and emergency management programs through the development and implementation of policies, procedures and protocols to effectively carry out each school's safety plan.
5. Assess the effectiveness and provide recommendations to improve crisis prevention, mitigation, response and evaluation of school safety issues.

6. Collaborate closely with school, central office and outside agency personnel to standardize response and procedures during times of crisis and mitigate potential threats.
7. Oversee fiscal management of school safety program through assessment of capital needs, equipment and related safety assets, and make recommendations in accordance with district budget process.
8. Communicate school safety findings and reports as directed and as needed.
9. Perform other duties and responsibilities as requested by the Superintendent.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: SA VI

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, central office staff and the community at-large.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved programs, services and activities related to student support and safety services.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and Google Suite.
- Thorough knowledge of the established school system long-term suspension hearing process, including procedures for appeals.
- Considerable knowledge of state and local policies and procedures regarding the administration of security and school safety programs including (OSHA) Occupational Safety and Health Administration Regulations.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.