



OFFICE OF HUMAN CAPITAL

POSITION DESCRIPTION

JOB TITLE: Director, Division of School Safety and Security Job Class: 2100	
DATE	Office of School Administration Division of School Safety
Pay Range:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
	Management Approval:
POSITION SUMMARY and PURPOSE: Responsible for all aspects of keeping Milwaukee Public Schools (MPS) safe. Develops and implements policies, procedures and guidelines that assist the Board, Superintendent and school administrators in providing a safe learning environment..	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Provides leadership and direction and oversees all aspects of the safety and security operations throughout the district; provides technical advice to the MPS Board, superintendent and principals; and ensures efficient and effective deployment of safety assistants.
2. Monitors, directs, schedules and facilitates the operations of the Safety unit and of the safety assistants.
3. Formulates new safety and security policies and procedures to include research into new technologies and industry best practices. Establishes short-term plans and long-range organizational goals. Develops school safety five year plan.
4. Develops and oversees division budget to include grants and determines allocation of funds.
5. Oversees the purchase and installation of security equipment and conducts safety/security assessments in schools.
6. Oversees safety/security training of division staff, school administrators and Central Service staff on updated safety procedures and school safety issues.
7. Interviews, selects and/or promotes safety staff, oversees personnel matters and participates as a member of negotiating teams for the MTEA safety contract. Conducts regular staff meetings to provide necessary updates for staff.

8. Participates as a member of the district's senior management and strategic team. Serves as an advisor to the MPS Board of School Directors on safety related issues.
9. Keeps abreast of the latest methods in safety and security; maintains currency in the issues by attending seminars and conferences and ensures appropriate in service trainings are offered to staff.
10. Works with administrator in charge during emergency situations to ensure the matter is resolved successfully.
11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General direction only, limited by district policies and budgets.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Total supervision for 8 direct reports and many indirect reports. Has functional responsibility for all issues related to safety and security.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in Criminal Justice, Business Administration or a related field.

Experience Requirements

6 – 10 years of experience in a police department or other safety/security position; functional managerial experience is highly desired.

Knowledge, Skills, and Abilities

Knowledge of federal, state and local safety regulations is necessary. The ability to develop, implement and enforce safety programs and protocols is necessary. Skill in organizing resources and establishing priorities. Experience and knowledge in working with diverse groups. Experience in supervising staff and maintaining budgets. Excellent communication skills; ability to communicate effectively with Board members, administrators, teachers, students and members of the community. Ability to maintain composure in difficult situations and to take control in crises is required. Ability to gather data, compile information and prepare reports. Proposal and grant writing skills are helpful. Ability to develop and present educational programs and workshops. Strategic planning skills are essential.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Frequent travel to school locations throughout Milwaukee.
Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, Occasional long hours and frequent driving between locations.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.