



POSITION DESCRIPTION

JOB TITLE: Assistant Director School Safety & Security Job Class: 2106		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) The Assistant Director assists the Director in managing the Division of School Safety and Security. Critical functions include developing, coordinating and executing the division's training program for over 230 Safety Assistants and Supervisors, reviewing crisis plans of all MPS sites and manage the grant program.</p>		

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. Serve as second in command with responsibility for supervising the division in the absence of the Director. Attend meetings on behalf of the Director as needed.
2. Develop, coordinate and execute the division's training program for over 230 Safety Assistants and Supervisors. This includes establishing the training needs assessment survey, developing the training schedules, scheduling speakers and instructors and providing instruction in a class setting.
3. Manage the division's grant and foundation funds program which includes seeking funding sources, completing applications and supervising existing and future grants.
4. Manage the division's Crisis Assessment Program which includes searching for new safety techniques, activities, programs, etc. using the internet, or other means; review the crisis plans for all MPS sites and develop and on line crisis plan for the entire district.
5. Manage the division's Safety Bulletin Program which includes selecting safety topics, researching same and writing safety bulletin reports.
6. Lead investigations in those cases of significant importance, both internal and external matters, i.e. personnel, criminal, site surveys, etc.
7. Assist the Director in;
 - Formulating policies and procedures as related to school safety and security.
 - Directing/overseeing safety and security operations throughout the school district.
 - Preparing annual budget and oversee utilization of funds.

- Working with administrators to determine needs and implementing responses as related to safety and security.
 - Securing prospective security personnel and recommend the employment of the best candidates to fill vacant positions.
 - Resolving grievances stemming from security activities from district employees, parents, students, police and the community
8. Actively supports the MPS Strategic Plan.
 9. Performs other duties as assigned.

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

Director of School Safety and Security

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.

Safety Assistants & Supervisors

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 education, criminal justice, sociology or related field.
Valid Wisconsin Driver's License

Experience Requirements

Minimum of five years supervisory and administrative experience, preferably in an urban education setting or an organization dealing with youth.
Equivalent combinations of education and experience may also be considered.

Knowledge, Skills, and Abilities

Considerable knowledge of an experience with safety and security including crowd control techniques and community relations. Knowledge of the legal system including the structure of the court system. Experience working with racially, socio-economic and ethnically diverse students, at-risk students, etc. Knowledge of steps necessary to promote safe schools and positive school climate procedures. Ability to work with district administrators so as to recognize and handle gang and drug related activities. Knowledge of innovative and modern violence and crime prevention/intervention programs. Ability to provide and assist training to staff, students, parents in human relations, peer mediation techniques, conflict resolution, stress management, cultural diversity, etc. Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

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

Flexibility required pertaining to field and office duties as well as work schedule.

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, must be able to handle light lifting and occasional standing, bending.

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.