



OFFICE OF HUMAN RESOURCES

Job Information

Job Title: <i>Director, School Safety</i>	Last Revised/Approved: <i>March 2018</i>
Job Code: 2100	Reports To: <i>Chief School Administration Officer</i>
Office: <i>Office of School Administration</i>	Department: <i>Safety</i>

Compensation Information

Pay Grade:	Pay Range: \$
FLSA Status: Exempt	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Oversees 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.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- 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.
- Monitors, directs, schedules and facilitates the operations of the Safety unit and of the safety assistants.

- 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.
- Develops and oversees division budget to include grants and determines allocation of funds.
- Oversees the purchase and installation of security equipment and conducts safety/security assessments in schools.
- Oversees safety/security training of division staff, school administrators and Central Service staff on updated safety procedures and school safety issues.
- Interviews, selects and/or promotes safety staff, oversees personnel matters. Conducts regular staff meetings to provide necessary updates for staff.
- Participates as a member of the district's senior management and strategic team.
- 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.
- Works with administrator in charge during emergency situations to ensure the matter is resolved successfully.
- Acts as a liaison for MPS with local law enforcement.
- Manages the contracts for Violence Prevention organizations within the schools, amounting to more than \$2 million annually.
- Manages and oversees the district's restraint training or Non-Violent Prevention Intervention (CPI).
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Bachelor's degree in Criminal Justice, Business Administration or a related field.
- Driver's License (must have personal transportation available).

Experience Requirements:

- Six to ten years of experience in a police department or other safety/security position
- Functional managerial experience is required

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.

- Typical office or school environment

- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

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.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.