

Job Title:	Safe and Secure Schools Manager	Wage/Hour Status:	Exempt
Reports to:	Chief Police Services	Pay Grade:	604
Dept. /School:	Police Services	Date Revised:	October 22, 2020

Primary Purpose

Coordinate and manage the delivery of services including, but not limited to: occupational safety, loss control, and security and safety of schools.

Qualifications**Education/Certification**

Bachelor's Degree in Public Administration, Government Operations, Business Management, Criminal Justice, Fire Safety or related field

Special Requirement

Within first year of employment, must obtain certification in the National Incident Management Systems (NIMS) Program and Federal Emergency Management Administrator (FEMA) Training.

Special Knowledge/Skills

- Familiarity with Texas Fire Code
- General knowledge of intrusion alarm systems
- General knowledge of video surveillance systems
- Ability to interpret policy, procedure, and data
- Ability to manage budgets and supervise personnel
- Excellent oral, written, and interpersonal communications skills

Experience

Five (5) years experience in law enforcement, fire safety, emergency management or equivalent training

Five (5) years supervisory experience

Major Responsibilities and Duties

1. Provide recommendations on policy changes, innovations and enhancements in the areas of occupational safety, loss control, security and safety of schools.
2. Represent the District on departmental related issues with external agencies consisting of, but not limited to, surrounding law enforcement and emergency agencies.
3. Coordinate department security activities with those of other departments, outside support agencies, and various governmental organizations.
4. Develop, direct, approve, and monitor budget funds needed for staffing, equipment, materials, and supplies.
5. Lead, review, and evaluate investigation activities, work products, methods, and procedures.
6. Direct the placement/replacement, maintenance, operation, and evaluation of intrusion detection alarm systems and closed-circuit television systems.
7. Develop, implement, and monitor a plan for recording District-wide fire drill activity, all District emergency procedures, and other required drills.
8. Develop, implement, and maintain safety and training programs to establish safe and healthy working conditions.
9. Perform walk-throughs of District sites and recommend safety and security strategies.
10. Work with each campus to develop and update general safety and security checklists, procedures, and comprehensive safety plans.
11. Conduct on site assessments of each campus.
12. Assist with the development of emergency operation plans at each campus.
13. Provide training to staff and facility.

14. Provide campus risk-assessment reports to central office administration.
15. Coordinate and schedule emergency operations, tabletop exercises, drills, and full-scale exercises for each campus on a quarterly basis.
16. Maintain documentation of activities conducted by campuses relating to Emergency Management training and exercises.
17. Assure that campuses comply with the provisions set forth in the Emergency Operations Guide.
18. Assure compliance with the School Safety Center Audit protocols.
19. Coordinate and communicate with the local Office of Emergency Management and State Office of Emergency Management.
20. Trouble shoot safety related issues.
21. Prepare and track work orders; facilitate repairs and replacements of safety related items.
22. Hold community safety presentations and address concerns in a proactive manner.
23. Work with vendors in coordinating needs assessments, and research and evaluation of safety related products.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent District-wide travel. Effectively use and operate various office related equipment, such as personal computer, calculator, copier, and fax machine.

Terms of Employment

226 days; salary to be established by the Board

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.