



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 2/13/2024

Director, Safety and Security

Pay Scale: B

Level: 27

FLSA Status: Exempt

Job Family: Safety and Security

Primary Location: Administration

Department Overview

The Superintendent's Office provides leadership and guidance to all school sites and administrative offices throughout the Division. The Office works closely with the School Board to interpret policy, assure compliance, and provide strategic direction to the Division to meet the needs of students, parents, families, employees and community members. Additionally, the Office is home to the Division's internal audit; ombuds; legal counsel; safety and security; strategic planning; and diversity, equity, inclusion, and accessibility operations.

Job Overview

The Director of Safety and Security provides leadership for the total operation of the Safety and Security Services program. The Director develops and implements proposed initiatives to further improve school safety and security in a changing environment. In addition, the Director plans, organizes, and administers direction for the Division of Safety and Security Services in a large, growing, and diverse county. The Director will be responsible for all division-wide safety and security guidance, establish operational procedures, training, and preparedness to enhance the safety and security of all LCPS students, staff, and facilities. The Director develops, analyzes, and reviews the appropriated budget. Provides information to and serves as a resource for district administrators. Leads a team of diverse safety and security professionals to ensure practices, procedures, infrastructure, and communication capabilities are current and effective in today's diverse and dynamic school campus environment.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Develops annual goals, strategies, and objectives for the Division of Safety and Security
- Leads and oversees the continuous improvement, innovation, and enhancement of school safety and security in a rapidly evolving environment
- Builds and maintains relationships and partnerships with key intergovernmental stakeholders, including law enforcement organizations, as well as the community at large, advancing the district's professional image.
- Develops and administers budget and staffing model based on industry best practices for schools to ensure optimal effectiveness
- Reviews and recommends revisions of School Board policies and budget initiatives affecting school safety and security
- Plans, coordinates, and provides 24/7 management of response and operations of the Division of Safety and Security
- Develops policies and procedures for the department in consultation with the Assistant Superintendent of Support Services to ensure efficient and economical operations; evaluates results of policy implementation to ensure compliance to and identify deficiencies

- Coordinates completion and compliance with state mandates around surveys and safety audits, including the management of the Superintendent's Safety Audit Committee to accomplish all state mandates and audits
- Researches and explores the feasibility of implementing new methods, technologies, or programs to increase the efficiency, effectiveness, and accountability of departmental operations
- Coordinates the LCPS District-Wide Emergency Response Team in order to support and respond to an emergency incident
- Coordinates with the Transportation Director in the operation of a full-time (24/7/365) dispatch center
- Collaborates and advises the Department of Instruction and Director of School Administration on all matters related to school-based safety and security events/incidents
- Serves as the law enforcement liaison in all matters. Establishes and maintains critical relationships with ranking offices, as well as public information officers
- Collaborates and advises the LCPS Public Information Office on all matters of safety and security communication division-wide
- Represents LCPS in federal, state, and local coordinating councils (council of government, law enforcement)
- Acts as the designated emergency manager for the state, ensuring coordinated training and response to emergencies
- Meets regularly with peers from Region IV to discuss relevant school safety issues
- Works with the central office and school administrators on school safety and security issues
- Provides leadership and structure for the Principals Safety Task Force
- Provides Incident Command System training and first responder coordination for emergencies
- Oversees the preparation and implementation of the budget for the Division of Safety and Security
- Provides briefings to senior staff and other appropriate staff on practice recommendations, events, and incidents that impact LCPS
- Maintains and distributes up-to-date information from the Virginia Sex Offender Registry
- Manages a diverse team with expertise in sensitive security technology and communications engineering, as well as security patrol operations involving a law enforcement liaison
- Coordinates multi-department emergency communications workgroup to provide an efficient and comprehensive district-wide radio communications system
- Oversee the installation and maintenance of all security-related equipment in all school district facilities
- Assists the Office of the Superintendent in the coordination of all materials in civil tort actions as it pertains to video surveillance and evidence retention
- Provides essential personnel to respond to, advise, and provide resources for incidents involving schools, students, and staff

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree from an accredited College or University in a related major

Experience

Ten (10) years of progressive management experience associated with school safety and security, with two years of director-level experience is highly desirable

Has significant education and/or experience in emergency management

Licenses and Certifications

Knowledge, Skills and Abilities

- Possesses a strong working knowledge of local, state, and federal laws, regulations, and best practices related to school safety and security programs and emergency management
- Maintains knowledge of security, camera, and DVR equipment technology
- Has knowledge of and a background in radio communications and related infrastructure
- Has demonstrated expertise in managing court documents, subpoenas, and search warrants

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an

unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.