



EXCELSIOR SPRINGS
S C H O O L D I S T R I C T
— *Together, Achieving Excellence* —

Job Description

POSITION TITLE: Director of Safety and Security
F.L.S.A. Exempt
REPORTS TO: Superintendent
TERMS OF EMPLOYMENT: Full-time, 12-month employee

QUALIFICATIONS:

1. Training and experience in technology, public safety or education. Background of training and experience in the following areas is preferred: emergency response, security, or supervision.
2. Must be team oriented, have good interpersonal skills, neat in appearance, and dependable.
3. Must have ability to lift 70 lbs to shoulder height occasionally, ability to climb stairs on a regular basis, and ability to watch camera monitors daily.

ESSENTIAL JOB FUNCTIONS:

1. Assume responsibility for safety, security, lock system and access control for all district facilities.
2. Serve as Principal and liaison for Job Corps students pursuing high school diploma.
3. Provide school administrators with video for discipline or safety issues.
4. Assist in the development and implementation of security plans for special events involving Excelsior Springs District facilities.
5. Service all emergency 911 calls, notify appropriate district personnel of emergency status, and communicate with appropriate emergency agencies.
6. Staff the district's emergency control office and implement all emergency management plans.
7. Coordinate parking at district events.
8. Supervise and oversee work schedule of district resource officers to ensure adequate coverage through the day, evening and weekend district activities.
9. Provide training for district personnel as needed.

OTHER PERFORMANCE RESPONSIBILITIES:

1. Follows policies and regulations of the school district.
2. Attends training as required by administration.
3. Works evening and weekends as needed.
4. Treat others with respect and professionalism.
5. Submits reports as requested.
6. Performs other duties as may be assigned.