

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>DIRECTOR OF SAFE SCHOOLS</b>
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**Required Qualifications:**

- Bachelor's Degree\*
- Experience in at least one of the following fields: school administration, school security, or law enforcement
- Knowledge of safety/security and emergency management protocols, response and recovery operations and Florida Statutes pertaining to such
- Ability to be physically and mentally prepared to respond in an emergency or potentially dangerous situation
- Ability to establish and maintain collaborative working relationships with school administration, staff, law enforcement and other outside agencies
- Must possess a valid Florida driver's license

*\* In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for post-secondary education.*

**NOTE: The School Safety Specialist must earn a certificate of completion of the School Safety Specialist training provided by the Office of Safe Schools within one (1) year after appointment to the position.**

**Desired Qualifications:**

- **Successful experience as a school-based administrator – this qualification is strongly desired and priority will be given to applicants who meet the required qualifications and have school-based administrator experience**
- Minimum of five (5) years of successful experience in the Safety and Security industry or law enforcement industry
- Experience in Crime Prevention Through Environment Design and how it applies to educational facilities
- Ability to train employees in emergency and safety procedures
- Excellent written and verbal communication skills demonstrating tact and diplomacy
- Knowledge of computers, word processors, spreadsheets and databases

**Performance Responsibilities:**

- Serve as the School Safety Specialist as described in Florida State and is responsible for the supervision and oversight for all school-based safety and security personnel, policies, and procedures.

- Direct, plan, organize, and implement the District's safety program
- Develop policies, procedures, and guidelines related to school-based safety and security
- Provide and/or coordinate training for staff in matters relating to youth mental health awareness and assistance, emergency procedures, response to active shooter, and school safety and security to ensure all staff receive appropriate training for their area of responsibility
- Coordinate with local law enforcement and the district Fire Official to review emergency plans annually and work with each site to assure site-based emergency plans meet all of the requirements of Florida Statute
- Conduct and/or coordinate school-based security risk assessments in accordance with Florida Statute and submit information into the assessment tool as required
- Provide recommendations annually to the Superintendent and School Board which identify strategies and activities that the School Board should implement in order to improve school safety and security as determined by Florida Statute
- Coordinate with the appropriate public safety agencies that are designated as first responders to conduct a tour of campuses at least once every three (3) years and provide recommendations related to school safety
- Oversee, train, and monitor the Threat Assessment Teams on each campus
- Coordinate and serve as a liaison with law enforcement and outside agencies regarding safety and security
- Make recommendations and advise senior leadership, school administration, and other appropriate staff members regarding investigative activities and proper practices necessary to secure the safe and peaceful conduct of district and school business/activities
- Assist with mental health supports as needed
- Serve as liaison with Sheriff's Office and SRO Sergeant(s) and Lieutenant(s) as part of the School Resource Officer Program
- Communicate with school administrators, parents, district officials, community members, and others regarding security related concerns and issues
- Respond to emergency situations and take appropriate action in accordance with established guidelines
- Ensure compliance with all Florida Statutes and Florida Department of Education requirements relating to school safety
- This position requires 24-hour call back in cases of emergency and supervisory presence, when required, seven days a week
- Perform other duties as assigned by the Assistant Superintendent of Business Services and Operations and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Assistant Superintendent of Business Services and Operations and/or designee for day-to-day operations and the Superintendent of Schools during emergency situations, as required

**Evaluation:**

Director of Safe Schools

Annual evaluation done by the Assistant Superintendent of Business Services and Operations and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Administrative

**Job Code:**

72005

Board Approved: 07/24/18, 06/25/19