



Position Title: Director of Security and School Safety

Position Overview

The Director of Security will maintain a safe and secure environment for students, employees and visitors by helping to develop, establish and enforce safety and security policies, access control procedures, accident prevention efforts, support risk management efforts, fire, safety, emergency management, asset protection, parking control and traffic enforcement programs.

The Director of Security performs tasks in developing, implementing, and managing programs designed to effectively address security and school safety needs. Employee is responsible for coordinating a comprehensive school safety program, which includes working with local law enforcement agencies. Employee works extensively with President, school administrators and NCS community on all areas of school safety. Work also involves implementing training programs pertaining to matters of safety and security for site-based administrators. Will help to develop and monitor school safety areas within school improvement plans. Employee represents Nashville Christian School and communicates with the media on school safety matters. Position reports to the President of NCS.

Specific Duties and Responsibilities

- Coordinates a comprehensive security/school safety program, policies and procedures by studying organization operations and schedules; establishing internal controls; conducting inspections as appropriate; reporting potential hazards to appropriate departments; creating and updating NCS School Board policies and Standard Operating Procedures, safety and security manuals
- Coordinates school safety compliance with federal, state and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements.
- Coordinates safety planning and practice to support academic processes of each school by creatively implementing best practices in safety, security and emergency preparedness with proper adaptation to the environment, creativity and innovation so the process of education can be enhanced rather than impeded by safety efforts.
- Conducts and coordinates safety, security and emergency preparedness training by developing, scheduling and/or facilitating training for staff, students and public safety officials relating to school safety, security and emergency preparedness.
- Coordinates SAVE Act (sexual assault & violence education) planning and reporting
- Secures facilities, equipment, students and personnel by working in conjunction with the appropriate departments in recommending safety and security equipment purchases and

upgrades; maintaining records of fire and other emergency drills and conducting drills when appropriate; supervising and maintaining access control and key distribution

- Provide oversight, documentation and coordination of approval of school volunteers and independent service providers to include background check and clearance.
- Serves as a liaison with local law enforcement agencies. Working directly with local law enforcement agencies during critical incident situations and follow-up.
- Works with appropriate departments to meet operational security needs within budget; works with Finance, Facilities and Maintenance departments for capital improvements as needed; schedules expenditures.
- Assists in the development and implementation of security plans for special events.
- Advises and assists site-based administrators in matters involving criminal activities on school campus.
- Coordinates with site-based administrators, Maintenance and Facilities Departments to address and correct safety/security issues on school campus.
- Prepares memos, reports, drawings, etc. related to safety and traffic issues on school campus; presenting them to appropriate school directors.
- Receives all reports of school crime from site-based administrators and maintains statistics regarding this information.
- Communicates with media on involving school safety.
- Communicates with other schools on matters related to school safety.
- Security Director participates in annual trainings to stay current on laws, policies and procedures regarding school safety.
- Attends parent organizational and school board meetings as necessary.
- Represents NCS in matters of security through state and national organizations.
- Performs other related work as required.

The successful candidate will need to develop expertise in each of these areas to fulfill the vision for the NCS safety program. This position requires a high degree of diplomacy, flexibility and adaptability. Applicant must have good communication skills, both written and verbal. NCS seeks a safety professional who is a patient, effective and clear communicator with demonstrated problem solving skills. The successful candidate must continue and improve the NCS's ongoing commitment to the safety of students, staff and visitors while fostering a creative, warm, caring and effective learning environment.

Minimum Experience

As a high quality educational institution, NCS seeks an individual who has demonstrated professional work experience on at least one of the primary fields related to this position:

- Law Enforcement
- Security
- Emergency Management

Preferred Experience or Training

- POST- Approved Police Academy or equivalent, FBI National Academy Program, Advanced Police Management Program, National Fire Academy, Emergency Management Institute, Security Training Programs or other comparable training programs
- Tactical Response Training
- Emergency Management Certification
- CEPTD/ Mitigation Training
- Hazard Mitigation & Prevention
- Bachelor's Degree

Licenses

- Possess a valid Tennessee driver's license including a CDL
- Evidence of Insurability

Clearances

- Criminal Justice Fingerprint
- Background Clearance

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.