



Executive Director, Public Safety

Reports to:	Deputy Superintendent	Job Code:	HR
Department:	Public Safety	Structure/Grade:	134
Division:	Student Support & Intervention	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Sets overall strategic direction and develops/implements long range goals and objectives for the Department of Public Safety

Essential Job Duties

- Builds processes that use data to evaluate safety effectiveness and drives results aligned to safety and security priorities. Makes data-based decisions about how to organize and strategically align department and District resources to maximize safety of students, staff, and the school communities.
- Develops and continuously improves policies and protocols to support emergency response and a safe school climate.
- Continuously evaluates department performance relative to strategic goals and objectives and reports regularly on progress to the Deputy Superintendent, and other key stakeholders.
- Leads and evaluates all safety and security departmental activities and initiatives.
- Develops and administers the budget for the department.
- Ensures compliance to Local, State, and Federal mandates relative to school safety programs and reporting.
- Plans, develops, recommends, implements, and evaluates policies, procedures, and programs related to safety practices in schools and system facilities.
- Provides leadership during critical incidents by using the Incident Command System model of standard response.
- Proactively engages school communities in developing safety priorities, defining roles and responsibilities, building capability, and creating systems of accountability to ensure a safe and effective school climate.
- Collaborates with internal and external personnel in planning a standardized response to critical incidents using the Incident Command System model.
- Interacts and develops collaborative relationships with local and state law enforcement and safety agencies.
- Develops adequate and relevant in-service training programs for security and school personnel which supports policy enforcement, accident prevention in the public-school environment and supports other relevant in-services and training programs related to health services.
- Collaborates with direct reports to identify professional goals, creates, and executes development plans.
- Effectively evaluates the performance of security and safety personnel.
- Recruits and selects skilled and capable safety personnel; Collaborates with school's administrators in the evaluation and effective deployment of resources.
- Conducts planning and research activities relating to all aspects of public safety in a public school system environment.
- Works with other departments in securing grant funding which supports school safety initiatives.
- Performs other duties as assigned by the appropriate administrator.



Executive Director, Public Safety

Qualifications

- Master's degree in Criminal Justice, Law Enforcement, Police Science or closely related area is required.
- Minimum seven (7) years of supervisory/managerial level sworn law enforcement or closely related experience is required. Experience in an educational organization preferred.
- Georgia Peace Officers Standards and Training PBLE # prior to employment required. Annual Firearms Qualification required. Georgia Chief's School certificate within one (1) year of employment required.

Knowledge, Skills, and Abilities

- Knowledge of organizational and department planning and operational procedures; budgeting and spending, labor issues and efficiencies; DCSD policies and procedures; rules and regulations pertaining to the protection of building and grounds belonging to the DCSD; Georgia Criminal and Traffic Codes; city and county ordinances pertaining to theft, arson, burglary, malicious mischief, trespass, and other criminal matters and law enforcement procedures; juvenile court law; DCSD rules and regulations; and DCSD alarm system.
- Skill in effective oral, written, and interpersonal communication; conflict resolution; coordinating and collaborating with federal, state, regional and local organizations and departments to establish and execute responsibilities; peer mediation; techniques of group and crowd control; handgun use and safety procedures; patrol and security methods and procedures; and operation of a vehicle observing legal and defensive driving practices; recruiting, training and motivating employees; data analysis; and group facilitation techniques.
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; maintain confidential information; plan and develop course of study suitable for law enforcement personnel on legal topics and teach courses.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

Supervisory Responsibility

- Provides leadership through senior managers and managers.
- Champions for the team and provides development opportunities for high performers to advance their career.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties,



Executive Director, Public Safety

and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: MM/DD/YYYY

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____