



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director, Safety and Security – Draft

Reports to: Superintendent
Department: Safety and Security
Number of Days: 12 Months
Compensation: EL 17
Overtime Status: Exempt
Date Job Revised: May 7, 2007

Position Summary: Responsible for overseeing the safety and security of the district. Serves as a resource for schools in the areas of intervention/prevention, alcohol/drug, crisis, and violence. Serves as the District's liaison with law enforcement and Tulsa Area Emergency Management.

Qualifications/Job Requirements:

Education:

- Master's Degree

Specialized Knowledge, Licenses, etc:

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Experience:

- Minimum 5 years

Specific Training/Skills:

- Ability to assess and prioritize critical situations.
- Proficient in Excel and Word

Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

- Supervises the Security Staff for Tulsa Public Schools

Customer Contacts:

- Internal: Superintendent, Chief Academic Officer, Area Administrators, Department Directors, Accounting, Payroll, Principals, Assistant-Principals, and Deans, Counselors, Food Service, Maintenance, Transportation, and various other departments as needed.
- External: Tulsa Area Emergency Management Agency, Oklahoma State Emergency Management Staff, Tulsa Police Department, Governor's Drug Policy Board, Tulsa Area Gang Task Force, Mental Health Association, Health Department, Youth Suicide Task Force, Eastside and Westside Prevention Coalitions, Tulsa Fire Department, Juvenile Bureau, U.S. Attorney's Office, DHS, State Department of Education, Securitas, Daybreak Dynamics, Family and Children's Services, Palmer Drug Abuse Treatment Center, American Red Cross, American Gold Security, Tulsa Community Service Council, TPS Lawyers, Tulsa Mental Health Association, U.S. Department of Education – Safe and Drug-Free Office, Parents, and various other outside agencies as needed.

Duties and Responsibilities:

- Oversees elementary and secondary intervention and prevention programs for alcohol, drugs, violence, crisis, anger management, peer mediation, weapons, and gangs.
- Oversees operation of all security in the schools and at athletic events as well as special events for the District.
- Oversees emergency preparedness for public schools program.
- Coordinates School Resource Officers within the District.
- Develops Safe School plans as required by law.

- Develops Strategies for violence prevention.
- Organizes and coordinates with Tulsa Area Emergency Management Agency (TAEMA) table-top exercises and full-scale exercises dealing with major school crises.
- Coordinates and interacts on a daily basis with local law enforcement agencies.
- Coordinates federal drug/alcohol funds for private schools in the Tulsa district as required by federal law.
- Participates on various state and local advisory councils and boards including Gang Task Force, Mental Health Association, Health Department, Youth Suicide Task Force, Eastside and Westside Prevention Coalitions.
- Provides response to schools concerning legal issues, gangs, violence, threats, assessments, and discipline.
- Communicates pertinent information in relationship to various federal and state grants.