

TITLE: Coordinator, Security

- QUALIFICATIONS:**
1. Bachelor's Degree from an accredited college or university or 7 years experience in a related field or any combination of education and/or experience.
 2. Florida State Certificate for Law Enforcement.
 3. Minimum of 5 years of experience as a Law Enforcement Officer.
 4. Knowledge, experience and the ability to work with local, state and federal Law Enforcement Agencies.
 5. Certified to instruct at Southwest Florida Criminal Justice Academy or the ability to obtain certification within one (1) year of hire.
 6. Demonstrated skill in industry-standard computer applications.
 7. Demonstrated skill in oral and written communications.
 8. Ability to work a variety of hours/shifts to monitor security.
 9. Such alternatives to the above qualifications as the Board finds appropriate and acceptable.

REPORTS TO: Chief Administrative Officer and/or Designated Administrator

JOB GOAL: To maintain a secure environment for all students, staff and visitors and to ensure the School District is prepared to effectively respond to all emergencies that may affect the security of students, staff and visitors.

SUPERVISES: Assigned Staff
Contractors assigned for security purposes

ESSENTIAL FUNCTIONS:

1. Develops, maintains and executes School Board Policies related to the security of district facilities.
2. Oversees the School Resource Officer (SRO) Program
3. Develops, refines and reviews safety and security manuals and procedures.
4. Coordinates the development and implementation of procedures to ensure a secure environment throughout the District.
5. Defines, develops, implements, and continually enhances security programs to provide protection for District facilities.
6. Develops/maintains a District Policy and coordinates criminal background checks on all volunteers within the District.
7. Makes recommendations for security alarms, cameras and security trailer pad installation at facilities.
8. Assists in responding to Emergency Management requirements and the opening of schools as shelters during emergencies.

9. Coordinates the Security Help Office, alarm monitoring systems and district-wide identification badge process.
10. Defines, develops, implements and continually enhances technical assistance and training of all security personnel.
11. Coordinates the Regional Task Force in conjunction with the Homeland Security Department.
12. Oversees schools and other sites security officer programs.

OTHER RESPONSIBILITIES:

1. Serves as the Coordinator of Security of the School District of Lee County.
2. Provides direct assistance to principals and Building Administrators in completing their annual Emergency Response Plans and ensuring facilities are secure.
3. Serves as liaison between the District and local law enforcement agencies.
4. Coordinates the activities of other managers in areas of security.
5. Maintains a position on the Lee County Human Trafficking Task Force.
6. Maintains a position on the Governors Gang Reduction Task Force.
7. Maintains a position on the Multi-Agency Gang Task Force (MAGTF).
8. Provides information to the Superintendent on both national and international security for the purpose of making decisions on local, out-of-county, out-of-state and abroad field trips.
9. Provides general security policies, procedures and recommendations to District facilities.
10. Serves a point of contact for security and special events for all District facilities.
11. Participates in the review of construction plans and specifications to ensure that security needs are addressed.
12. Provides required national Incident Management System (NIMS) training to all needed employees.
13. Conducts presentations to various community groups and organizations relative to school and security.
14. Assists in writing grants to identify additional funding for security.
15. Assists Safe and Drug Free Schools in the implementation of programs.
16. Assists in criminal/administrative investigations.
17. Provides information to the field trip approval committee.
18. Performs related work as required. (Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

PHYSICAL REQUIREMENT:

This position requires heavy work exerting up to 100 pounds occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects or train personnel.

TERMS OF EMPLOYMENT:

Work year and salary as established by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with the provision of the Board's policy on assessment of administrative personnel.

Adopted: 11/07/06

Revised: 11/03/09