



Dr. Roberto Padilla

Superintendent of Schools

Mr. Ed Forgit
 Mr. Michael McLymore
 Ms. Sara Feliz
 Mr. Gregory Kern

Deputy Superintendent
 Asst. Superintendent, Human Resources
 Asst. Superintendent, Curriculum & Instruction
 Asst. Superintendent, Finance

JOB TITLE: Director of School Safety
DISTRICT NAME: Newburgh Enlarged City School District
CITY: Newburgh
STATE: NY

ENROLLMENT: 11,200 Students

APPLICATION DEADLINE: April 1, 2017

Web Address: www.newburghschools.org

Respond via OLAS: www.olasjobs.org

TITLE:	Director of School Safety
REPORTS TO:	Superintendent of Schools
QUALIFICATIONS:	<ul style="list-style-type: none"> • NYS SDA or SDL certification • Master's Degree • School Administrator experience, preferred <p>The District also seeks an individual who has demonstrated professional work experience in at least one of the primary fields relating to this position:</p> <ul style="list-style-type: none"> • Law enforcement • Security • Risk Management • Fire service • Emergency Management <p>Preferred Education/Training:</p> <ul style="list-style-type: none"> • POST – Approved Police or Academy or equivalent • Tactical Response Training • Emergency Management Certification • CEPTD/Mitigation training • Hazard Mitigation & Prevention • FBI National Academy Program, advanced policy management program, National Fire Academy, Emergency Management Institute, security training programs or other comparable training programs
JOB GOAL:	To provide for the security and protection of all students, staff, and property. To develop programs and provide services, which will promote a safe and orderly environment for all students in school and on school buses to help ensure an educational experience of the highest quality.

DUTIES AND RESPONSIBILITIES:

- Evaluates the district's security program on a continuing basis and recommend changes or draft plans as necessary.
- Determines and communicates security policies and procedures by studying organization operations and schedules; establishes internal controls; conducts inspections as appropriate; reports potential hazards to appropriate departments; creates and updates School Board policies and Standard Operating Procedures, safety and security manuals; coordinates and conducts training sessions for, staff, parents and students.
- Provides training and professional development to district stakeholders
- Coordinates the district's emergency response team known as A.L.E.R.T
- Coordinates with administration, public relations, first responders, and other appropriate personnel working within the National Incident Management System
- Conducts investigations as directed.
- 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 the preparation of local, state and federal reports relative to areas of responsibilities.
- Assists with developing and coordinating cooperative agreements, interagency agreements, and contracts with other agencies.
- Serves as the district's emergency control officer, developing procedures and protocols to deal with emergencies and maintaining an emergency management plan.
- Acts as a liaison with public safety authorities and school resource officer/s on all matters affecting school security.
- Coordinates any special security needs deemed necessary for school system meetings or activities.
- Works with administrators, faculty, staff and students at each school to ensure proper security and safety measures are implemented as related to students, employees, facilities, and property.
- Develops and implements prevention strategies in an effort to minimize the likelihood of school violence.
- Secures facilities, equipment, students and personnel by working in conjunction with the appropriate District 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
- Develops and coordinates an ongoing staff development program for employees who have security responsibilities.
- Reviews Board policies and make recommendations regarding school safety and security.
- Participates in training programs to increase individual skill and proficiency related to school safety, security, and transportation.
- Conducts presentations to various community groups and organizations relative to school safety and security.
- Performs other duties as assigned by the Superintendent.