

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Director of Security and Safe Schools

Job Description

July 2021

Reports to: Superintendent of Schools

Status: Exempt

Term: 226 Days

Primary Purpose:

To support the district in planning, organizing, authoring, implementing and carrying out security procedures and emergency operations plans of the district.

Qualifications:

Education/Certification:

Bachelor's Degree

CRASE Instructor Certification

ALICE Instructor Certification

FEMA Joint Information Center Course

Currently hold or obtain within 90 days a NIMS Certification

Special Knowledge/Skills:

Knowledge of ALERRT/Advance Law Enforcement Rapid Response Training

Knowledge of "I Love You Guys" Standard Response Protocol/SRP

Knowledge of Crisis and Risk Management

Knowledge of Incident Action Plan/IAP Software

Knowledge of Texas Education Code, Chapter 37

Experience:

5 years' experience in a supervisory role within the United States Armed Forces or Federal/Local Law Enforcement

A minimum of 2 years' experience in School Security

Prior experience in Incident Management at a local, state, federal or military level

Other:

Willing to carry a firearm in accordance with TCOLE and the Marshall Plan, if required

Major Responsibilities and Duties:

1. Develop and implement a district-wide Emergency Operations Plan (EOP).
2. Develop Standard Operating Procedures (SOP) for district wide security systems.
3. Develop a District Wide Communications Plan while working with local, state, federal law enforcement partners and when needed military assets.

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4. Develop security measures for substitute teachers and maintain consistent training.
5. Monitor and support Campus Safety Monitors district-wide, including establishing consistent expectations.
6. Provide preparation and guidance in the nationally recognized "I Love Guys", Standard Response Protocol (SRP), Emergency Re-Unification System.
7. Assist District Personnel and SLO Staff in overseeing Special Residency Investigations.
8. Coordinate Campus Safety Audits in conjunction with the TSSSC Guidelines.
9. Works with local law enforcement agencies and serves as a liaison to the School Resource Officer (SRO) program and other law enforcement issues on the school campuses.
10. Coordinates a comprehensive security/school safety program.
11. Advises and assists site-based administrators in matters involving criminal activities on school campuses.

Investigative Responsibilities:

Work with SLO's to monitor the following:

1. Predict future gang, organized crime, or terrorist activity, using analyses of intelligence data.
2. Evaluate records of communications, such as telephone calls, to plot activity and determine the size and location of criminal groups and members.
3. Gather and evaluate information, using tools such as aerial photographs.
4. Gather intelligence information by field observation, confidential information sources, or public records.
5. Operate cameras, radios, or other surveillance equipment to intercept communications or document activities.
6. Prepare comprehensive written reports, presentations, maps, or charts based on research, collection, and analysis of intelligence data.
7. Develop defense plans or tactics, using intelligence and other information.
8. Interview, interrogate, or interact with witnesses or crime suspects to collect human intelligence.
9. Compare handwriting samples to determine reasonable suspicion in investigative cases.
10. Investigate illegal or suspicious activities.

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11. Use databases to locate investigation details or other information.
12. Examine records or other types of data to investigate criminal activities.
13. Observe individuals' activities to gather information or compile evidence.

Training Responsibilities:

1. Provide required trainings per state guidelines.
2. Develop and deploy the Standard Response Protocol and "I Love You Guys" Method.
3. Develop a working relationship with the Galveston County Sheriff's Office Training Section to provide our District SLO's with the best possible training venues and cutting-edge tactics.
4. Coordinate table top and full-scale exercises for the following scenarios: Active Shooter, Industrial Accidents, Terrorist Attacks, Mass Gatherings, UIL Sporting Events and Weather-Related Emergency/Natural Disasters.
5. Coordinate with the Galveston County Health District in our Place of Distribution Program.
6. Provides training and assistance to site-based administrators in matters of safety and security.

Community Impact and Social Programs:

1. Develop a District Wide, Parent/Community Member School Security Committee according to TEA and TSSSC Guidelines.
2. Develop a Parent's on Patrol Volunteer mentoring program designed to provide staff and students with an extra set of eyes and ears keeping in mind positive interaction.

Work Expectations:

1. Maintain punctuality in daily activities, meetings and appointments.
2. Meet work deadlines as assigned by supervisor.
3. Demonstrate good, morals, ethics and values keeping honesty and transparency in mind always.
4. Be on call 24/7, willing and able to respond at a moment's notice to an emergency incident, fire or burglar alarm if needed.

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Supervisory Responsibilities:

The position will report directly to the Superintendent of Schools. This position’s authority will span district wide regarding policies, procedures and practices of the Security Department.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 20 pounds of force occasionally, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Light work usually requires walking or standing to a significant degree. Report during the event of a disaster, manmade or natural on a 24/7 basis and be on call to mitigate any potential threats to the district.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____