



Job Title: **Manager – Protection Services**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 6

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to develop and implement programs and protective measures to ensure the security and safety of all students, staff, visitors, and assets owned by the district. Promote safety as a core organizational value. Develop and implement strategies to reduce incidents resulting in financial liability, thereby reducing costs associated with worker's compensation and general liability claims.

ESSENTIAL JOB FUNCTIONS

- Develops, implements, and directs District-wide domestic security and physical security programs to include District Domestic Security Advisory System, special event protective measures, and all other appropriate security programs.
- Conducts threat assessments and risk analyses for District facilities and processes.
- Develops, implements, and directs District-wide health programs to include CPR, First Aid, and Automated External Defibrillator (AED) program and other appropriate health programs.
- Develops, implements, and directs District-wide safety programs to include Hazardous Communications, Lock-out/Tag-out, Confined Space, Crossing Guard, and other appropriate safety programs.
- Develops and maintains comprehensive accident investigation process. Conducts and/or supervises investigation of all employee, student, and visitor accidents.
- Develops and maintains data collection system for District accident information.
- Collects, analyzes, and interprets accident data for purpose of developing specific, measurable performance standards for office.
- Develops, implements, and directs District-wide emergency planning programs to include Operational Continuity, Emergency Response, Incident Management, and other appropriate emergency planning programs.
- Directs action of District staff in responding to emergency incidents.
- Serves as Incident Commander when Incident Command System is activated within the District.
- Develops and directs the implementation of a District-wide staff training program addressing all appropriate security, safety, health, and emergency management programs.

- Selects, supervises, and coordinates professional contractors and consultants conducting security and safety work for District.
- Conducts inspections and compliance audits of District facilities as required by state regulations and report findings of inspections to Superintendent, school board, and facility administrators. Provides technical guidance for budgetary process in regard to corrective actions.
- Serves as liaison to Northwest Florida Domestic Security Task Force.
- Serves as liaison to federal, state, and municipal law enforcement agencies, including school resource officers.
- Serves as member of Regional Gang Task Force.
- Serves as liaison to emergency response agencies.
- Serves as main District representative at Escambia County Emergency Operations Center
- Serves as liaison to federal, state, and municipal safety, environmental and health agencies
- Provides technical guidance and facilitates corrective actions for facility administrators in regard to compliance with applicable rules and regulations
- Communicates significant security, safety, environmental, and emergency issues to Superintendent and senior staff
- Works in conjunction with public information office to conduct meetings regarding significant issues and serves as District representative to media for safety, security, environmental, and emergency issues
- Advises the Senior Staff on the status of safety and environmental issues or potential problems or unusual events that impact the school system and recommend changes needed to meet standards or correct problems.
- Responds to inquiries or concerns in a timely manner.
- Keeps current on proposed new federal and state environmental regulations, requirements and laws that impact any operations of the School District.
- Promotes and support professional growth for self and others.
- Maintains a network of peer contacts through professional organizations.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Maintains professional certification for conducting necessary inspections.
- Supervises assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- Responds to inquiries and requests for assistance in a timely manner.
- Prepares or oversees the preparation of all reports in a timely fashion and maintain appropriate records, including District, state, and federal reports that are required for compliance.
- Prepares agenda items for consideration at School Board meetings.
- Leadership and Strategic Orientation
- Maintains high level of integrity and objectiveness in all aspects of job performance.
- Provides leadership and direction for the assigned areas of responsibility.
- Provides leadership and direction in developing goals for department.
- Provides oversight and direction for cooperative planning with other agencies.
- Sets high standards and expectations for self and others.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.

- Uses appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- Facilitates problem solving by individuals or groups.
- Assists in developing and implementing the District's goals and strategic commitments.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Occupational Safety/Health, Environmental Science, Public Safety, or Emergency Management; or Associate Degree and fifteen (15) years of significant experience in a combination of at least two of these areas.
- Minimum of eight (8) years of significant, professional experience dealing with a combination of industrial safety and environmental management, public safety, emergency management, and/or security.
- Certification as State of Florida Fire Safety Inspector.
- Minimum of five (5) years of experience in a K-12 educational organization.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display specific knowledge of multi-hazard planning, domestic security, and incident command.
- Requires the ability to display knowledge of appropriate federal, state, and municipal regulations, associated permitting processes, and ability to apply to an organization's operations.
- Requires the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Requires the ability to think clearly, prioritize, organize activities, and make decisions in an extremely dynamic environment.
- Requires the ability to display knowledge of project management techniques.
- Requires the ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and laboratory results.
- Requires the ability to write reports, business correspondence, and procedure manuals.
- Requires the ability to effectively present information and respond to questions from senior staff, public groups, school board members, and the media.
- Requires the ability to develop working relationships with public safety and regulatory officials.
- Requires the ability to develop policies, long range plans, and allocate funds.
- Requires the ability to perform work that involves high level issues, processes, or organizational needs.
- Requires the ability to manage the budget within the assigned department.

PHYSICAL DEMANDS

Light Work: Exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Must be able to bend, climb ladders, and physically maneuver in uncontrolled environments. The work also requires the following physical abilities in order to perform the essential job functions: mental acuity, speaking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: