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## ASSISTANT DIRECTOR – SECURITY SERVICES & EMERGENCY OPERATIONS

### **BASIC FUNCTION**

Under general direction, assist in directing the Security Services and Emergency Management Department operations, including management of daily operations, staff development, policies and operational procedures, records management and regulatory compliance with State and Federal agencies. Lead the district's emergency management planning, training and implementation.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Assist in directing the Security Services and Emergency Management Department operations to maintain an effective and efficient security program and emergency management plan. Assure confidential, efficient operations by developing and managing business processes that ensure quality work. “E”
- Assist in directing the development of solutions for Department issues; develop and lead the district's emergency management plan. “E”
- Assist in developing long- and short-term goals through strategic planning; develop and deploy action plans and performance metrics; analyze operational results. “E”
- Manage assigned staff; develop priorities and assign tasks and projects; monitor progress to assure quality and timely delivery of services; assure that appropriate services are provided and goals are defined and achieved; develop staff skills and conduct performance evaluations, meet regularly to discuss and resolve priorities, workload, and related issues. “E”
- Support district administrators and staff to provide assistance on legal, security, safety and district policy questions and issues; provide guidance on how to apply policy and procedures in given circumstances. “E”
- Assist in training district staff with emergency management, and incident response operations and/or functions; conduct training for district staff; develop training curriculum and prepare presentations, exercises and instruction for a diverse audience of district staff and community partners. “E”
- Develop and maintain partnerships with external agencies to collaborate on district emergency plans including reunification. Establish Inter-governmental Agreements (IGAs) with city, county, higher education entities, and other external partners. “E”
- Support school teams to produce site-based emergency plans including reunification collaborating with district departments to ensure emergency plans for individuals with disabilities, and non-English speakers.
- Ensure emergency materials are available in multiple languages. “E”
- Write and submit state and federal grants to assist in funding emergency management planning, practicing, and training. “E”
- Work with and coordinate with multiple departments to improve building safety and security and to mitigate loss of district assets. “E”
- Direct, manage and respond to critical incidents on or near district property to liaison with emergency responders and community partners in accordance with district policy; respond to after-hours and weekend calls to provide leadership and direction during district emergencies. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy. Participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to business and school practices and student achievement with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Assist in developing, maintaining and implementing departmental budget. “E”
- Keep current on local, state and federal issues and laws of importance; maintain professional licenses, certifications and growth through participation in workshops, conferences, trainings, meetings, professional

associations, affiliations and workgroups. "E"

- Serve as the Director of Security Services in the absence of the Director.
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Assistant Director of Security Services and Emergency Operations is responsible for assisting the Director in developing and leading staff, and operations within the Security Services department. This employee must be a strategic thinker who can provide strong leadership for the District's long-term Security Services and Emergency Management needs and demonstrates a collaborative and motivating management style and customer service orientation that fosters teamwork within and across departments. This position has demonstrated experience developing, implementing and training personnel on organization-wide emergency operations plans.

### **EMPLOYMENT STANDARDS**

#### Knowledge of:

Local, state and federal safety and security laws and accepted practices pertaining to employment, safety, security, and emergency management in a K-12 setting.

Demonstrated knowledge of public school laws and policies as they relate to Emergency Management Services.

First Aid and CPR.

FERPA and HIPPA laws as applicable.

Student / staff safety procedures.

Re-unification plans for students in Pre-K to 12<sup>th</sup> grade and how to organize and implement plans.

Demonstrated knowledge of Trauma Informed practices within schools.

Pre-employment, human resource, criminal, and accident investigation techniques.

Key functions and operational practices as outlined by FEMA, CEM, CERT/NET and/or ICS/NIMS training and response protocols.

Office procedures and technology, including word processing, spreadsheet, database software, and web-based applications.

Principles and practices of effective leadership, management and supervision.

Implementing large and small group trainings.

District policies, procedures, organizational structure.

Conflict resolution and interpersonal communication techniques. Two-way radio operations.

#### Ability to:

Comply with applicable policies, procedures, rules, regulations and professional standards for the position.

Understand and protect confidentiality of employee, student, and law enforcement records and information.

Independently plan, organizes, and carry out work responsibilities effectively under pressure of deadlines, difficult situations, interruptions and emergency conditions.

Assess security and emergency management issues and develop recommendations for Portland Public Schools Security Services operations.

Interact effectively and collaboratively with individuals and groups.

Communicate effectively with hostile or emotionally distraught persons.

Demonstrate understanding of problem-solving and decision-making strategies used in effective teams.

Understand team development and goal achievement processes.

Analyze data and prepare reports pertaining to security, risk and employment issues.

Demonstrate strong, empathetic listening and interpersonal relationship skills.

Understand, apply and explain school rules and regulations and procedures.

Keep records and logs and prepare reports.

Use initiative and independent judgement within established procedural guidelines.

Understand and follow oral and written directions.

Learn District organization, operations policies and procedures.

Act and communicate effectively in crisis situations.

Communicate with and monitor multiple school sites and district locations in person or via phone during the course of the work day.

Operate a two-way radio.

Operate a vehicle observing safe and defensive driving techniques.

Operate office equipment, technologies and software.

Establish and maintain cooperative and effective working relationships with others.

**Education, Training, and Experience:**

An Associate's degree in criminal justice, social science, or a related field is required. A bachelor's degree is preferred. Five (5) years of experience in emergency management, law enforcement, school security or a related field, including demonstrated experience leading staff is required. Experience working in K-12 public education is highly desirable.

A Bachelor's degree in one of the identified fields will substitute for two (2) years of the required experience.

Any other combination of training and experience that could likely provide the desired skills, knowledge and abilities may be considered.

**Special Requirements:**

Work hours will occasionally include irregular hours, evening, and weekend schedule.

Positions in this classification require the use of a personal automobile and possession of a valid Oregon Class C driver's license.

Current American Red Cross standard first aid and cardio-pulmonary resuscitation certifications are required within six (6) months of employment and must be maintained throughout district employment.

District provided certification and licensure in Law Enforcement Data System (LEDS) and with the Oregon Department of Public Safety Standards and Training (DPSST) in the areas of instructor and/or supervisory manager is required to be obtained and maintained throughout the course of employment.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment with public contact and frequent interruptions. Work is also performed on urban school campuses, indoors and outdoors; occasional inclement weather; driving a car on city streets; event crowds and emergency situations.

**Hazards:** Occasional violence or threat of violent behavior.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in a school office and campus setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting, standing and walking for extended periods of time; running, crouching, bending, carrying objects weighing up to 50 pounds kneeling, bending at the waist; lifting, pushing, pulling; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and in emergency situations and to keep all aspects of the job under control; hearing and speaking to hear normal voice-range frequencies and communicate on a two-way radio and to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents; strength to break up fights between and among youth and adults; strength to restrain individuals from committing violence.

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FLSA: Exempt  
Bargaining Unit: N/A  
Salary Grade: 40

Approval Date: March 21, 2014  
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*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service. Board of Education Policy 1.80.020-P*