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## DIRECTOR - SECURITY SERVICES

### **BASIC FUNCTION**

Under administrative direction, direct programs, staff, operations, strategic planning and policy development for the District's Security Services Department; advise District leadership in matters of security and emergency preparedness to assure the safety and security of District personnel, buildings, facilities and equipment.

### **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.*

- Oversee the development and implementation of short and long range district planning for security and emergency preparedness programs, policies and procedures; develop, propose, review, approve, and oversee the implementation of department activities, project scopes, budgets, schedules and projected outcomes and ensure compliance with District policies and procedures in response to all security or emergency situations. "E"
- Ensure all security personnel, Campus Security Agents and private security providers meet standards and certifications required by Oregon Department of Public Safety Standards and Training (DPSST); serve as the Law Enforcement Data Systems (LEDS) representative for the District and ensure that security personnel using the LEDS database are properly trained and following LEDS user guidelines. "E"
- Serve as the primary district contact for community partners and local law enforcement agencies including police bureau, emergency responders and private security contractors and to coordinate crime prevention and protection activities. "E"
- Manage the activities of designated staff and private security contractors including determining the security related protocols followed at District activities or events such as athletic events or protests; manage contract with police and private security and determine contracting security staff needs to respond to district events. "E"
- Work with District General Counsel, Human Resources and Superintendent's Office on confidential employment or other security matters. "E"
- Provide expertise and advice, and consult with district leadership on best practices related to emergency preparedness planning, security improvements, responses to disasters or other emergency events; work with department leadership, district administrators and staff to improve building safety and security and to mitigate loss of district assets and provide assistance and guidance on legal, security, safety and district policy questions and issues. "E"
- Manage and/or advise on the district response to critical incidents on or near district property, including sites that may be under threat or where emergencies are in progress. "E"
- Respond to calls from the public and District employees on a variety of school safety issues; communicate news and information regarding emerging situations to District personnel and respond to media as appropriate. "E"
- Participate in planning meetings with district stakeholders, community representatives and governing agencies; establish partnerships to secure assistance or commitments for district security needs. "E"
- Prepare a variety of presentations and provide technical expertise and reports to district management, Officer, Board of Education, district employees, parent groups and other stakeholders regarding security issues, concerns or threats; serve on District committees, attend staff meetings, and represent the District

in meetings, hearings, workshops, conferences and professional activities as assigned. “E”

- Investigate and review reports on crimes committed on District property such as thefts, burglaries or vandalism; meet with faculty, administrators, or other personnel, including representatives of other agencies, to resolve situations and problems that arise with school safety and emergency preparedness areas of responsibility. “E”
- Compile, review and understand complex and technical analyses and provide information to District leaders to make informed decisions in the area of District Security and Emergency Planning; develop reports, memoranda, letters and other documents regarding operations and maintenance issues; ensure the maintenance of detailed records of programs’ activities, progress and results. “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, Equity in Public Purchasing and Contracting and other board policies; 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, implement and communicate improvements to school and business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. “E”
- 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 OF THE CLASS**

The Director of Security Services exercises leadership and management over staff and services involved in the development, planning, implementation, administration and monitoring of a comprehensive Security and Emergency Preparedness program including the prevention and investigation of security and/or criminal events, implementing and overseeing ongoing training requirements and assessment of the effectiveness of the security force to meet its stated objectives and maintains ongoing policy and management liaison with federal and state agencies, local police and emergency services agencies. The Director of Security Services applies knowledge of the State education code pertaining to juveniles, District safety rules and regulations, and sound judgement and advice appropriate to providing protection and security to students, District staff and property.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Pre-employment, crime prevention, criminal and accident investigation techniques.

Techniques of group and crowd control.

Techniques and principles of high-quality customer service.

Effective building/structural design for the protection of occupants and assets.

Use of security and surveillance systems to ensure the ability to deter, detect, delay and respond to attacks from human aggressors.

Microsoft Office Suite software applications including basic project management applications.

Principles and practices of effective leadership, management and supervision.

Effective written and verbal communications techniques.

Operations and structure of emergency preparedness and disaster planning and related laws, ordinances and regulations.

Emergency communication techniques and technologies; appropriate use of radio broadcasting equipment.

Conflict resolution and interpersonal communication techniques.

Local law-enforcement and emergency agencies.

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

District safety rules and regulations.

Safety and fire alarm systems

Geographical layout of the District.

First aid and life saving techniques including CPR.

**Ability to:**

Direct others and make rapid, logical decisions in emergency situations.

Direct and supervise personnel performing assigned functions relating to security and emergency preparedness.

Communicate effectively both orally and in writing.

Analyze, interpret, explain and apply complex rules, regulations, policies, procedures, laws and ordinances.

Establish and maintain effective working relationships with a diverse workforce and community.

Plan, organize, assign, coordinate, review and evaluate the work of others.

Compile and analyze data and report in user-friendly formats; prepare and present data in written and oral reports.

Exercise sound independent judgement and initiative within established guidelines.

Provide internal consultation services and advice to district departments

Deliver a high-level of customer service to district stakeholders.

Oversee preparation and monitoring of division budgets.

Analyze processes and problems, identify opportunities for improvement and follow through on changes.

Design, implement, monitor and evaluate department programs, policies and procedures in compliance with relevant legislation and funding guidelines.

Deal effectively with juveniles and maintain good relations with school personnel, local law enforcement personnel and the public.

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

Communicate effectively with hostile or emotionally distraught persons.

Demonstrate strong, empathetic listening and interpersonal relationship skills.

Operate a two-way radio; operate a vehicle observing safe and defensive driving techniques.

Work closely with law enforcement personnel in district municipalities on crime prevention and the apprehension of those who commit crimes against students, employees, District property or equipment.

Drive strategies and implementation of building security, including surveillance systems and structural design for protection of occupants in a public school setting.

**Education and Training:**

A Bachelor's degree in police science, criminal justice, business administration, or emergency focused on management, or a related field is required.

**Experience:**

Seven (7) years of planning and leadership experience in professional law enforcement or private security, including experience leading the administration of emergency operations programs with at least five (5) years in a supervisory or management role providing direct supervision and training of law enforcement or security personnel, is required.

Experience providing security services for educational facilities, municipality or other public agency in a richly diverse community is preferred.

A Master's degree in any of the identified or related fields is preferred and may substitute for up to two (2) years of the required experience.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered

**Special Requirements:**

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

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

Must be able to obtain certification as a Department of Public Safety Standards and Training (DPSST) Executive Manager authorized to perform the duties defined in OAR 259-060-0010 at the time of hire and is required maintained throughout the course of employment.

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

Positions in this classification require variable work hours including evenings and weekends and on call for emergency or disaster events; may be required to work irregular schedule including week-ends and holidays.

**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 routinely performed on urban school campuses, indoors and outdoors; occasional inclement weather; driving a car on city streets; event crowds and emergency situations.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical mobility and mobility to work in a school office and campus setting; strength, agility and endurance to appropriately respond to physical altercations, emergency conditions and crowd control situations; 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.

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FLSA: Exempt  
Bargaining Unit: N/A  
Salary Grade: 45

Approval Date: May 14, 2018

*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