



Habersham County Schools Job Description

Title: Director of School Safety

Reports to: Superintendent and Assistant Superintendent of Schools

Location: Central Office

Position: Classified Director

Contract Days: 228

Retirement: TRS

FLSA Status: Exempt

Pay Scale: Administrative

Minimum Requirements:

Education: Bachelor Degree in Law Enforcement Administration, Criminal Justice, or a related field. Master's Degree or Doctorate preferred. Must be an active Georgia P.O.S.T Certified Peace Officer. A graduate of the Command College or FBI National Academy preferred.

Experience: Fifteen (15) or more years of law enforcement experience, with a significant portion of this experience having served in an executive law enforcement management position preferred. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Skill, Knowledge, and Abilities: Experience sufficient to thoroughly understand the diverse objectives and functions of all facets of a Georgia Public School System in order to direct and coordinate school safety measures and a law enforcement presence within an academic environment.

Primary Function: Serves as the Habersham County Schools District (HCSD) Director of Safety and plans, coordinates and oversees all measures employed to ensure the safety and security of administration, students, faculty, staff, and visitors at all HCSD primary and secondary schools; Coordinates with local, state and federal law enforcement agencies providing services to the school system; Coordinates and prepares all information and/or statements made to the public and performs other community outreach duties, as needed.

Work is performed independently within established laws, policies, and guidelines.

Performance Responsibilities:

- Serves as Chief of the Board of Education Police Department.



- Leads, develops, and implements a comprehensive program to secure the safety and security of the school system's students, faculty, staff and visitors.
- Ensures the implementation of all board policies and administrative procedures/plans related to system safety.
- Plans and implements programs and activities that reduce the opportunity for school violence.
- Acts as liaison between the sheriff's office and school system and collaborates with the school resource officers to keep schools safe.
- Assists administrative staff with security concerns and performs safety audits on a regular basis.
- Works with principals' emergency and safety drills.
- Conducts safety and security assessments and patrols district facilities.
- Coordinates security for special and athletic events in the district.
- Assists school administrators with investigations as assigned.
- Participates in professional growth opportunities.
- Responds to public/parent concerns regarding safety and security and law enforcement issues.
- Makes recommendations concerning the purchase of equipment or supplies relating to District-wide safety and security needs.
- Coordinates regularly scheduled physical vulnerability security assessments at each primary and secondary school building in the district and works with custodial and other staff to coordinate a daily and weekly security check process.
- Serves as a liaison between the district and local, state, and federal emergency response units/personnel.
- Reviews current state legislation to ensure compliance with state law, reviews school safety plans and emergency management procedures best practices, evaluates and refines school security measures.
- Remains available for calls on a 24-hour per day basis for emergency response and works variable hours.
- Directs the school safety training of all district employees.
- Assumes command of police-related incidents or works with public agencies to establish unified command for serious critical incidents on school property.
- Coordinates and supervises security at all Board of Education Meeting and/or district events.



- Develops public relations strategies and campaigns to strengthen the public image of the school district.
- Writes and publishes press releases and public service announcements when relevant to school safety.
- Disseminates emergency instructions and critical information through the media to the public.
- Fills in for SRO's absences when needed.
- Provides the public (through the media) with accurate and complete information regarding incident cause, size, status, resources committed and
- Potential short or long-term impacts, if known. For large incidents or incidents involving numerous response agencies, will coordinate with PIOs from all responding agencies to form a public information team under the direction of the designated PIO in the EOC.
- Informs the Assistant Superintendent of security concerns and/or emergency situations.
- Performs other duties assigned by the Assistant Superintendent and Superintendent.

Knowledge Required for the Position:

- Knowledge of law enforcement administration, school procedures and protocols, and criminal justice system processes.
- Knowledge of emergency management and incident command principles and applications.
- Knowledge of school law and school codes of conduct.
- Knowledge of the various aspects of physical facility vulnerability assessment, student threat assessment, school safety plans, and the implementation and maintenance of a school resource officer program.
- Knowledge of best practices in various aspects of school safety and the ability to implement best practices policies and procedures within the school system.
- Skill in public speaking and public relations.
- Skill in planning, organization, and decision-making.
- Skill in the use of firearms, less-lethal use of force options, and restraint equipment.
- Skill in interpersonal relations.
- Skill in oral and written communication.



Physical Demands: The work is typically performed with the employee sitting, standing, walking, bending, crouching, or stooping. The employee must frequently lift light and heavy objects, climb ladders, and the use of tools or equipment requiring a high degree of dexterity,

Work Environment: The work is typically performed in an office, vehicle, or outdoors, where the employee may be exposed to noise, dust, and dirt, machinery with moving parts, contagious or infectious diseases, and occasional inclement weather. The work may require the use of protective devices.

Evaluation Instrument:

- In Praise of Learning