

Job Description

Job Title: Coordinator of Security
Position Code: 4N62, DN62, UN62
Job Classification: Exempt

Supervisor: Supervisor, School Security and Emergency Management
Pay Grade: 42
Contract Length: 245 Days

Job Summary

Under the guidance of Security leadership, position is responsible for assisting with the coordination of operational support and technical guidance to school security and administrative staff; training in safety and security related skills and knowledge to security staff, school administrative, teaching and other support staff; assisting in the development and maintenance of the Standard Operating Guidelines for School Security Officers; contributes to the development and implementation of the training program for Lead Security Officer; and may work as a school division representative in the City of Newport News Emergency Operations Center during disasters, crises, and exercises.

Essential Duties

1. Collaborates on training, development, implementation and delivery of a comprehensive professional development program for the department, including state-mandated recurring training programs for all School Security Officers; trains and mentors newly hired/promoted Lead Security Officers; works with designated school administrators to develop and evaluate the performance of Lead Security Officers;
2. Facilitates coverage of School Security Officers when there are shortages.
3. Ensures that security officers are versed in and follow School Board police and the layered approach to school safety.
4. Recommends assignment of new Security Officers.
5. Provides direct supervision and contributes to the evaluation process for Security Officers.
6. Coordinates and documents all random and K9 search activities in the schools; manages the department's use of force and handcuffing documentation files, notifying the supervisor of concerns; in conjunction with the Supervisor plans.
7. Organizes and provides on-site leadership of security operations for athletic events at Todd Stadium;
8. Collaborates with school administrators and Lead Security Officers in developing and monitoring School Security Officer overtime for after-school activities and other events;
9. Serves as the point of contact for the City of Newport News Operations Center and responds to after-hours emergencies affecting school operations and property; works in the city Emergency Operations Center during disasters, crises and exercises;
10. Attends regional Department of Criminal Justice Services (DCJS) Security Directors' meetings as the representative for NNPS.
11. Primary department representative in all Student Disciplinary Review Committee (DRC) hearings;
12. Conducts and maintains triennial Crime Prevention Through Environmental Design (CPTED)-based assessments of all school division properties.
13. Serves as the Project Manager for the Raptor Emergency Management Alert system for NNPS.
14. Investigates and assists to resolve all security incidents within the school division through coordination with Senior Leadership, building administrators or any other appropriate administrator.
15. Makes presentations to various community groups and organizations about school safety and security; serves on school safety and security committees, task forces, and special projects as assigned.
16. Models nondiscriminatory practices in all activities

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

Initiates and maintains effective liaisons with other school divisions, state and local public safety agencies, and professional societies to maintain a current knowledge of developments and research in the profession. Performs and other related duties as assigned by the Supervisor, School Security and Emergency Management or other appropriate authority.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimal Qualifications (Knowledge, Skills, and Abilities Required)

Associate's degree from accredited college or university required in Criminal Justice, Security Management, Homeland Security or a related field (Bachelor's degree preferred). Certification as Virginia School Security Officer is required. Certification as Crime Prevention Specialist is required within one year of appointment. Additional certification in Emergency Management is preferred. Ten or more years of professional security or law enforcement experience is required, with supervisory and school experience preferred. Comprehensive knowledge of security and crime prevention principles, best practices and related laws and policies required. Demonstrated ability to advise internal and external customers on matters of safety and security required. Demonstrated strong computer skills in MS Office 2007/XP required. Valid Virginia driver's license with a positive point balance required.

Working Conditions and Physical Demands

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift and carry up to 50 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and reach overhead; safely drive and navigate streets and parking lots.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are usually performed in an office or school environment. Duties must occasionally be performed outdoors in all weather environments. The noise level in the work environment is usually moderate but may be extremely loud at times.

Supervision Exercised: As Assigned

Supervision Received: ?

This job description in no way states or implies that these are the only duties to be performed by this employee. The Security Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the ? or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 02/2022 CR