



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Executive Director, Enterprise Risk & Emergency Preparedness  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**SALARY BAND:** E  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Chief - Safety, Security & Emergency Preparedness Officer  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

The Executive Director, Enterprise Risk & Emergency Preparedness, is a senior manager in the Safety, Security & Emergency Preparedness (SSEP) Division and serves as a member of the professional multi-disciplinary team that works collaboratively to protect students, employees, volunteers and visitors to more than 234 schools, and the District's administrative and support facilities, from acts of violence or other harm. At the direction of the Chief - Safety, Security & Emergency Preparedness Officer, the Executive Director, Enterprise Risk & Emergency Preparedness, will implement the District's Enterprise Risk Management (ERM) programs in accordance with all applicable laws, policies and practices. The Executive Director, Enterprise Risk & Emergency Preparedness, oversees the mitigation of safety, insurance and other risks that may expose the District to harm, litigation or claims by providing a comprehensive risk and emergency preparedness strategy for the school system.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Executive Director, Enterprise Risk & Emergency Preparedness, shall carry out the essential performance responsibilities listed below.

**Management:**

- Provide operational and functional direction for the Risk Management team, the District Security Operations Center, the Environmental Health and Safety team and the Safety, Security & Emergency Preparedness (SSEP) administration and training team.
- Oversee the operational implementation of the Broward County Public Schools' Enterprise Risk Management program across the organization, including processes, tools and templates that facilitate the identification, assessment and reporting of risks across the District.
- Direct and implement organization-wide processes related to risk assessment and prevention, preparing for, managing and recovering from adverse events or incidents in the District.
- Manage the development and maintenance of the District emergency preparedness plans.
- Manage the District Security Operations Center to provide communications, incident support and critical data to relevant stakeholders, as appropriate.

**Strategy:**

- Work closely with the Director, Safety and Security Operations, Chief, Special Investigative Unit, and the Chief, Fire Official to implement the Safety, Security & Emergency Preparedness Division objectives as outlined by the Chief - Safety, Security & Emergency Preparedness Officer.
- Responsible for overseeing and providing significant support for the Enterprise Risk Management (ERM) committees, including the development of the Enterprise Risk Management (ERM) charter, monitoring and maintaining documentation of progress and helping the committee navigate the Enterprise Risk Management process.
- Provide subject matter expertise and support to school-based and District leaders to execute Enterprise Risk Management (ERM) and other Safety, Security & Emergency Preparedness (SSEP) programs.
- Ensure that risk reporting aligns with organizational performance and strategy reporting to support decision-making and management oversight.
- Work with the District's insurer(s) to, in concert with the Risk Management Department, address such strategic concerns as risk avoidance and reduction, risk transfer and risk acceptance.

- Participate in training programs and conferences, as appropriate, to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.

**Data and Education:**

- Partner with law enforcement and develop/ manage the District's Protective Research Program to identify potential threats to students, personnel, information and facilities through early detection. Work with Safety, Security & Emergency Preparedness (SSEP) leadership to mitigate potential threats.
- Work closely with District and school-based safety and security employees to develop, disseminate and train staff on Safety, Security & Emergency Preparedness programs and enterprise risk mitigation.
- Assist with the coordination and implementation of communication strategies with various internal and external stakeholders to drive awareness and understanding of the District's Safety, Security & Emergency Preparedness (SSEP) programs.
- Manage the creation, review and dissemination of the school-based Security Operations Manual.
- Direct risk related data analysis, research, reporting and oversight methodologies.
- Produce risk reports working with key contributors and support the analysis of significant risks as well as appropriate mitigation strategies and solutions.
- Implement and administer training programs pertaining to matters of safety, security and emergency preparedness for District and school-based staff and administrators.

**Accountability:**

- Work closely with the Safety, Security & Emergency Preparedness (SSEP) leadership to develop training and tracking for security related drills across the District.
- Develop and maintain the tracking mechanism for incident and risk monitoring and reporting, reporting dashboards, risk registers, templates and supporting documentation.
- Work closely with the Office of School Performance & Accountability, Finance, Internal Audit, Operations, Public Information Office, the division of Safety, Security & Emergency Preparedness, and other stakeholders across the District to ensure the effective and consistent operational application of Safety, Security & Emergency Preparedness (SSEP) programs, including Enterprise Risk Management (ERM).
- Assist with the implementation of performance-based measures for key areas of school safety, security and emergency preparedness.
- Conduct ongoing risk evaluation for the District, helping to set benchmarks, targets and goals for improvement of safety, security, emergency and loss reduction.
- Assist the Chief - Safety, Security & Emergency Preparedness Officer in providing reports and briefings (internal and external) as appropriate.
- Collaborate in the development and implementation of consistent security plans for special events involving all Broward County Public Schools' sites.
- Collaborate in the development and consistent implementation of school and support facility Emergency Management Plans.
- Direct, coordinate and analyze the results of periodic safety, security and emergency preparedness assessments of schools, support facilities and grounds to identify opportunities for improvement in safety, security and emergency preparedness.
- Provide oversight for fidelity testing approaches to measure, improve and document the ability of the District's workforce to understand and apply safety, security and emergency preparedness policies, procedures and plans. Develop recommendations for improvement in policies, procedures, plans, drills or training approaches as appropriate and provide them to the Chief Safety, Security & Emergency Preparedness Officer.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution.
- A minimum of five (5) years, within the last ten (10) years, of management experience in a related discipline in a complex organization.
- Prior experience in development and administration of complex risk management, emergency management or disaster preparedness programs to include a thorough understanding of the Enterprise Risk Management process deployment from study or direct experience.
- Advanced analytical skills, including gathering and synthesizing data and identifying trends, causation, and correlation.
- Experience in project management, with the ability to effectively identify and implement process improvements.
- Effective verbal, written and interpersonal communication skills.
- Experience using a data-driven approach to risk management in order to provide recommendations to an organization.
- Computer skills as required for the position.

**SPECIAL REQUIREMENTS:**

Incumbent shall be subject to specialized training, background reviews and confidentiality and compliance requirements as outlined by the Chief - Safety, Security & Emergency Preparedness Officer and other agency user agreements so as to fulfill the duties of the position. The incumbent is considered to be "essential personnel" subject to being held over or called back to a District work location or alternate site at all times. Incumbent may be assigned to the other operational support venues as deemed necessary by department leadership. Position shall be exposed to confidential, restricted and highly sensitive information requiring the utmost discretion and compliance with all administrative rules, directives, policies, procedures, regulations and statutes governing its distribution. The position requires compliance with all District policies, regulations and statutes relating to privacy including the Family Educational Rights and Privacy Act (FERPA).

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned master's or other graduate degree from an accredited institution.
- Formal education and/or training in Enterprise Risk Management, Risk Management, Emergency Management or Homeland Security.
- Certification in Risk Management, Security or Emergency Management.
- Experience managing an operations center management.
- Bilingual skills.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Works extensively with District level and building level administrators, staff, and community on all areas of Enterprise Risk Management and emergency preparedness. Responsible for operational implementation of the District's Enterprise Risk Management program and emergency preparedness operations in accordance with all applicable laws, policies and practices.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Director, Safety & Security Operations  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**PAY GRADE:** D  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Chief - Safety, Security & Emergency Preparedness Officer  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

Manage, coordinate, and enhance District-wide safety and security operations to provide enhanced levels of safety and security for learning and working environments for students, employees, volunteers and visitors. Develop and maintain positive working relationships across the Safety, Security & Emergency Preparedness Division, District personnel, site-based security and law enforcement agencies. The Director, Safety & Security Operations must be prepared to serve as a member of the professional multi-disciplinary team that works collaboratively to protect students, employees, volunteers and visitors to more than 234 schools and the District's support facilities from acts of violence.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Director, Safety & Security Operations shall carry out the essential performance responsibilities listed below.

**Management:**

- Manage, coordinate, and oversee all District-level aspects of safety and security for all schools, special programs and support facilities.
- Provide day-to-day supervision and management of building security managers and Area Security Managers.
- Provide oversight for field supervision of the District's site-based security staff including visiting District sites.
- Review and address complaints or indications of job performance issues involving Area Security Managers and site-based security staff, as appropriate.
- Refer employment matters to the appropriate teams (Employee Relations or Special Investigative Unit) depending on District policy.
- Work closely with Safety, Security & Emergency Preparedness leadership to implement the overall District safety, security and emergency preparedness programs.
- Work with the Safety, Security & Emergency Preparedness training team, plan, coordinate, supervise the implementation of and participate in appropriate training of District security personnel for relevant topics as determined by the Chief - Safety, Security & Emergency Preparedness Officer.
- Oversee the scheduling, direction of and delivery of training regarding safety and security programs, drills and emergency Code procedures for school and District personnel in coordination with relevant District staff.
- Develop performance objectives for Campus Monitors, Guardians, Area Security Managers, Security Specialists and site based security teams.
- Work with the Executive Director, Enterprise Risk & Emergency Preparedness to develop operational procedures to guide personnel in the performance of their duties.
- Plan, organize and supervise school security projects and services and respond to security related complaints.
- Ensure compliance with proper reporting of security incidents by all site-based security personnel and Area Security Managers.
- Make recommendations for development and revision of procedures and methods for protecting District personnel and property and advise personnel regarding these measures.

**Accountability:**

- Report any allegations or indications of misconduct by site-based security staff to the Chief, Special Investigative Unit for investigation or referral.
- Ensure security personnel have been issued all relevant documentation for the performance of their duties, including job related trainings, and demonstrate an understanding of the policies and guidelines.
- Comply with District policies and all applicable laws relating to the reporting of safety and security incidents to relevant District, school-based Administrators, law enforcement and government agencies.
- Obtain and evaluate documentation and police reports on incidents related to the District and disseminate pertinent information to appropriate parties in accordance with the law and District policies.
- Ensure the preparation and maintenance of accurate logs, and complete reports and other documentation as required by law or requested by the Chief - Safety, Security & Emergency Preparedness Officer.
- Work with other Safety, Security & Emergency Preparedness personnel regarding school safety compliance based on federal, state, and local regulations, including reviewing existing and new requirements, overseeing, and working with key stakeholders to review school-wide adherence to requirements.
- Make recommendations to the Chief - Safety, Security & Emergency Preparedness Officer regarding response to emergency and crisis situations.
- Respond to emergency situations to support the District and individual building crisis response activities.
- Assist with the overall establishment and maintenance of District-wide security programs and procedures for schools and support facilities.
- Work closely with relevant teams to identify and address concerns relating to proper functioning of security related technology, including cameras, building access control, campus access control, and emergency communications (i.e. two-way radios, intercoms, and emergency broadcast systems).
- Continuously evaluate District site-based security needs and provide recommendations to the Chief - Safety, Security, & Emergency Preparedness Officer, as appropriate.
- Verify the adherence of Campus Monitors, Security Specialists, Guardians, Area Security Managers and building security managers to safety and security rules and procedures, School Board policies and applicable laws.
- Adhere to all School Board policies and applicable laws and ensure staff does the same.
- Ensure consistency of program implementation across Area Security Managers and their staff.

**Support:**

- Work closely to support Safety, Security & Emergency Preparedness staff, building and District administrators and local safety officials in day-to-day operations and responses to emergency situations.
- As directed, assist and support Broward County Public Schools' staff responsible for conducting personnel investigations involving District personnel.
- Assist the Executive Director, Enterprise Risk & Emergency Preparedness, in the development of and updates to security policies, procedures and processes for safety and security personnel.
- Act as a District liaison for the Division to internal and external agencies and other assigned committees, boards, and meetings as requested.
- Collaborate with other internal and external entities on leading best practices and matters related to school safety, as appropriate.
- Serve as an informational resource to District staff and administrators concerning the role of Campus Monitors, Security Specialists, Guardians and Area Security Managers.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution in criminal justice, criminology, law enforcement or a related field.
- A minimum of five (5) years, within the last ten (10) years, of experience successfully managing security, military, safety, law enforcement or emergency management programs in a large or complex environment.
- Must possess and maintain a valid Florida Driver's License.
- Ability to operate District vehicles safely in the performance of job duties.
- Effective verbal, written and interpersonal communication skills.
- Demonstrated knowledge of crisis management, emergency response, de-escalation techniques and standards of practice.
- Computer skills as required for the position.

**SPECIAL REQUIREMENTS**

Incumbent shall be subject to specialized training, background reviews and confidentiality and compliance requirements as outlined by the Chief - Safety, Security, & Emergency Preparedness Officer and other agency user agreements so as to fulfill the duties of the position. The incumbent is considered to be "essential personnel" subject to being held over or called back to a District work location or alternate site at all times. Incumbent may be assigned to the other operational support venues as deemed necessary by department leadership. Position shall be exposed to confidential, restricted and highly sensitive information requiring the utmost discretion and compliance with all administrative rules, directives, policies, procedures, regulations and statutes governing its distribution. The position requires compliance with all District policies, regulations and statutes relating to privacy including the Family Educational Rights and Privacy Act (FERPA).

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned master's degree from an accredited institution in criminal justice, criminology, law enforcement or a related field.
- Knowledge of the Incident Command System and other nationally mandated coordination and collaboration strategies, policies and procedures for emergency planning, preparedness, management and response.
- Advanced security and/or law enforcement certifications.
- Formal training and/or formal education in the areas of security, security management or security administration.
- Prior experience working with school officials, students or adolescents.
- Prior military experience.
- Prior experience managing a large security team or guard force operation.
- Bilingual skills.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Frequently meets with the Chief - Safety, Security, & Emergency Preparedness Officer and Safety, Security & Emergency Preparedness leadership to make sure safety and security programs are well coordinated and consistent across the District. Regularly meets with District and school administrators, safety and security personnel, law enforcement and other governmental agencies as needed.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Lieutenant  
**JOB CODE:** NEW  
**CLASSIFICATION:** Exempt  
**SALARY BAND:** C  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Chief, Special Investigative Unit (SIU) or Designee  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

To assist and support the Chief, Special Investigative Unit (SIU) in handling all matters pertaining to administrative and criminal investigations, law enforcement, training, response, safety and security, and all other operations conducted by SIU personnel.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Lieutenant shall carry out the performance responsibilities listed below.**

- Supervise SIU Detectives assigned to the investigative, response training and other SIU groups in the performance of their job duties.
- Provide direction and guidance on administrative, criminal, safety and security, response and training, and all other investigative and law enforcement operations.
- Support the Chief, SIU, with all operational functions, including investigative, response, training and all other related functions.
- Support the Chief, SIU, with the coordination of investigations, to include, the review of personnel investigation requests and investigative reports.
- Ensure reports, cases and other work products are accurate, comprehensive and completed on time and in compliance with applicable state statute and District policy.
- Collaborate with schools, departments and staff to facilitate and/or deliver safety and security training that fall within the scope of responsibility of SIU.
- Support District efforts to ensure workforce integrity and ethical standards in compliance with the established standards.
- Communicate and work effectively with the Office of Safety, Security and Emergency Preparedness (SSEP), the Office of School Performance and Accountability (OSPA), school administrators, parents, teachers, community stakeholders, law enforcement and community agencies, in coordinating investigations and promoting school safety.
- Provide assistance in the handling of emergency situations by taking appropriate action, including making arrests, as necessary.
- Assist law enforcement agencies, the Child Protective Investigations Section (CPIS), the Florida Department of Children and Families (DCF) and the Florida Department of Education (FDOE) with School District related investigations.
- Represent the School District and testify in administrative and/or criminal hearings and proceedings.
- Serve as liaison and representative to other law enforcement and community agencies.
- Assist in recommending policies, general orders, procedures and priorities to meet established priorities and goals.
- Coordinate law enforcement responses and manage critical incidents, emergencies and large-scale events.
- Coordinate with the Florida Department of Law Enforcement (FDLE) to ensure compliance with the Commission on Criminal Justice Standards and Training.
- Respond to verbal and written public concerns, inquiries and complaints; provide information on departmental regulations and procedures.
- Assist with the development and review of District policy related to safety, security and SIU; make recommendations for revision to policy, as appropriate.

- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal, state and local laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

#### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned associate's degree from an accredited institution in criminal justice, criminology, law enforcement, public administration or related field from an accredited institution.
- A minimum of eight (8) years, within the last ten (10) years, of experience in administrative and criminal investigations and/or training in law enforcement and three (3) year of supervisory experience as a sworn law enforcement officer.
- Must possess and maintain a valid Florida State Law Enforcement Certification and a valid Florida Driver's License.
- Effective verbal, written and interpersonal communication skills.
- Demonstrated knowledge of crisis management, emergency response, de-escalation techniques and standards of practice.
- Proficient in conflict resolution and investigative techniques demonstrated through prior experience.
- Computer skills as required for the position.

#### **SPECIAL REQUIREMENTS**

Incumbent shall be subject to specialized training, background reviews and confidentiality and compliance requirements as outlined by the Chief, Special Investigative Unit or designee and other agency user agreements so as to fulfill the duties of the position. The incumbent is considered to be "essential personnel" subject to being held over or called back to a District work location or alternate site at all times. Incumbent may be assigned to the other operational support venues as deemed necessary by department leadership. Position shall be exposed to confidential, restricted and highly sensitive information requiring the utmost discretion and compliance with all administrative rules, directives, policies, procedures, regulations and statutes governing its distribution. The position requires compliance with all District policies, regulations and statutes relating to privacy including the Family Educational Rights and Privacy Act (FERPA).

#### **PREFERRED QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution in criminal justice, criminology, law enforcement, public administration or related field from an accredited institution.
- Knowledge of the Incident Command System and other nationally mandated coordination and collaboration strategies, policies and procedures for emergency planning, preparedness, management and response.
- Advanced law enforcement certifications and training in the area of administrative and criminal investigative practices.
- Prior experience working with students or adolescents.
- Prior military experience.
- Bilingual skills.

#### **SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Frequently meets with the Chief, SIU, to coordinate SIU operations and services. Regularly meets with administrators, school administrators, safety and security personnel and staff to ensure customer service requirements are being met. Meets as needed with law enforcement and other governmental agencies on the federal, state, local and tribal levels.

#### **PHYSICAL REQUIREMENTS:**

Medium work: Exerting up to 50 pounds of pressure occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as frequently as needed to move objects.



**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the School District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

**PUBLIC RECORDS EXEMPTION:**

Positions assigned to this job description are public records exempt according to provisions of FL§119.071.

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Coordinator, Enterprise Risk Management  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**PAY GRADE:** 22  
**BARGAINING UNIT:** BTU-TSP  
**REPORTS TO:** Director, Risk Management  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

To coordinate the implementation of the District's Enterprise Risk Management (ERM) program in accordance with all applicable laws, policies and practices. The ERM Coordinator will work closely with the ERM committees to help set timelines, provide relevant guidance and materials to educate. The ERM Coordinator must be prepared to serve as a member of a professional multi-disciplinary team that works collaboratively to protect students, employees, volunteers and visitors to more than 234 schools and the District's support facilities from acts of violence.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Coordinator, Enterprise Risk Management shall carry out the essential performance responsibilities listed below.**

- Assist the Director, Risk Management, with organizing and supporting the ERM committees, developing the ERM charter, monitoring and maintaining documentation of progress to navigate the ERM process.
- Facilitate communications between committee members, District personnel and others to support the ERM committee mission and charter.
- Provide support to the Risk Management, Safety, Security & Emergency Preparedness, and ERM committees in their efforts to monitor risk and control reporting and oversight methodologies.
- Provide subject matter expertise and support to the ERM Committees.
- Review and analyze risk information to identify emerging risks, facilitate risk assessments, and assist in development of mitigation strategies.
- Review pertinent compliance news and provide relevant updates to management.
- Assist with the formulation and ERM training of procedures that promote compliance with regulatory standards.
- Engage appropriate stakeholders to develop and implement enhanced processes and controls for identified control gaps.
- Generate report and complete ad-hoc data analysis requests in support of risk management.
- Assist in the development of systems required to measure and monitor risks.
- Produce documentation related to ERM implementation, track progress and report out as necessary.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution.
- A minimum of three (3) years, within the last five (5) years, of experience in a related discipline including but not limited to Risk Management, Enterprise Risk Management or Enterprise Security Risk Management.
- Advanced analytical skills, including gathering and synthesizing data and identifying trends, causation, and correlation.
- Experience in project management, with the ability to effectively identify and implement process improvements.
- Effective verbal, written and interpersonal communication skills.
- Computer skills as required for the position.
- Demonstrated ability collaborating across a complex organization.
- Ability to verbally and in writing articulate the goals and strategies related to Enterprise Risk Management.

**SPECIAL REQUIREMENTS:**

Incumbent shall be subject to specialized training, background reviews and confidentiality and compliance requirements as outlined by the Chief - Safety, Security & Emergency Preparedness Officer and other agency user agreements so as to fulfill the duties of the position. The incumbent is considered to be "essential personnel" subject to being held over or called back to a district work location or alternate site at all times. Incumbent may be assigned to the other operational support venues as deemed necessary by department leadership. Position shall be exposed to confidential, restricted and highly sensitive information requiring the utmost discretion and compliance with all administrative rules, directives, policies, procedures, regulations and statutes governing its distribution. The position requires compliance with all District policies, regulations and statutes relating to privacy including the Family Educational Rights and Privacy Act (FERPA).

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Master's or other graduate degree from an accredited institution.
- Demonstrated experience in implementing and/or maintaining an Enterprise Risk Management (ERM) or Enterprise Security Risk Management (ESRM) program.
- Prior military experience.
- Bilingual skills.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Works extensively with district level and building level administrators, staff, and community on all areas of enterprise risk management and emergency preparedness. Responsible for operational implementation of the District's Enterprise Risk Management program and emergency preparedness operations in accordance with all applicable laws, policies and practices.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Manager, Area Security  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**PAY GRADE:** 25  
**BARGAINING UNIT:** BTU - TSP  
**REPORTS TO:** Director, Safety & Security Operations  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:**

To provide day-to-day supervision of assigned school and administrative building security teams including Campus Monitors, Security Specialists and Armed Safe School Officers in the implementation of the Safety, Security & Emergency Preparedness Division's procedures. Working with other District stakeholders, supervise the planning, organizing, and implementation of Broward County Public School's emergency preparedness plans and procedures, exercises, after-action-reviews, training, education, and emergency support functions related to assigned staff. Serve as a member of the professional multi-disciplinary team that works collaboratively to protect students, employees, volunteers and visitors to more than 234 school sites and the District's support facilities from acts of violence.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Area Security Manager shall carry out the essential performance responsibilities listed below.

**Management:**

- Supervise and manage directly and indirectly the day-to-day duties and responsibilities as well as the operational procedures of assigned security staff, including Security Specialists, Campus Monitors, building security teams, Campus Security Managers and Armed Safe School Officers.
- Work directly with District and school-based leadership to design, develop, coordinate and implement site-specific training related to safety, security and emergency management for assigned sites.
- Work with site and District personnel to develop and implement site security emergency plans and procedures for assigned locations.
- Refer conflicts, unusual requests or concerns about District policies from local law enforcement personnel that fall outside of normal day-to-day operations and responses to emergency situations to the Special Investigative Unit (SIU) relevant personnel.
- Communicate job expectations to staff. Monitor, evaluate, and address performance concerns, as appropriate.
- Report allegations or indications of misconduct by Campus Monitors, Security Specialists, Armed Safe School Officers or building security staff to the Chief, SIU for proper investigation or alternative referral.
- Orchestrate the execution and tracking of required emergency management drills for assigned locations. Ensure staff convenes an interdepartmental critique of each drill, records lessons learned, and develops improvement plans to address identified shortfalls or inconsistencies.
- Maintain area-wide security programs and procedures for assigned schools and support facilities.
- Plan, organize and supervise school security projects and services and respond to security related complaints. Ensure compliance with proper reporting of security incidents by Campus Monitors and Security Specialists.
- Make recommendations for development and revision of procedures and methods for protecting District personnel and property. Advise personnel regarding these measures, incorporating the feedback of supervised staff.
- Investigate, research and submit recommendations on best practices for emergency management procedures.
- Make risk-based decisions using data to allocate assigned security resources.
- Provide logistical support and coordinate resources and personnel at the scene of emergencies, natural disasters and other security incidents.
- Prepare management reports relating to personnel and resource costs associated with assigned programs.

- Establish and maintain effective working relationships with local, state and Federal emergency management agencies, as appropriate.
- Participate in preparedness exercises in conjunction with Safety, Security & Emergency Preparedness staff and stakeholders.
- Collaborate with other Area Security Managers, Administrators and Cadre Directors to ensure consistency of safety and security program implementation across the District.
- Perform regular visits to locations within areas of assigned responsibility using District vehicles.

**Accountability:**

- Ensure that security personnel have been successfully trained on safety and security programs relevant to their position and in accordance with the Safety, Security & Emergency Preparedness Division standards.
- Comply with District policies, local, state and federal laws.
- Review completed reports by security personnel and other documentation as required by departmental guidelines, District policy, law or as requested by District supervisors.
- Coordinate school safety compliance based on federal, state, and local regulations by reviewing existing and new requirements, overseeing, and working with the administration to enforce school-wide adherence to requirements.
- Work with the training team to plan, coordinate, and provide District approved Safety, Security & Emergency Preparedness training.
- Ensure staff completion of all required training.
- Ensure that assigned personnel are informed of and understand their responsibilities for emergency preparedness and response, District policies and procedures and applicable laws, particularly as it relates to appropriate communication of codes.
- Oversee the scheduling, direction and delivery of training on security, drill and emergency procedures for school-based and District personnel in coordination with the training team, Safety, Security & Emergency Preparedness leaders, school administrators and department heads.
- Monitor performance objectives for Campus Monitors, building security teams, Campus Security Managers and School Security Specialists and develop operational procedures to guide personnel in the performance of their duties.
- Regularly evaluate assigned location security needs and provide recommendations to the Director, Security & Safety, as appropriate.
- Maintain emergency management call lists and electronic emergency notification systems, ensuring that they are up to date and functional. Conduct periodic reviews and verification of call lists, distribution lists and publish necessary updates.
- Work with local vendors and experts to ensure that emergency preparedness equipment and supplies are available and in good working condition. Assist in the recommendation for purchase of supplies and equipment to support emergency preparedness.
- Perform threat and vulnerability assessments, determining necessary security and risk mitigation measures, as appropriate.

**Support:**

- Support site-based administrators to provide specific daily tasking of areas to be patrolled or assigned for prevention efforts by Campus Monitors, Security Specialists, building security teams and Armed Safe School Officers.
- Work closely to support Safety, Security & Emergency Preparedness staff, building and district administrators, local public safety officials with their day-to-day operations and responses to emergency situations.
- As directed, assist and support designated personnel who are conducting investigations involving allegations of misconduct.
- Assist the Executive Director Enterprise Risk and Emergency Preparedness in the development of and regular updates to security policies, procedures and processes for site-based security personnel.
- Provide day-to-day assistance to District, staff, outside law enforcement, and emergency response agencies, in accordance with departmental guidelines and direction of the Director, Safety & Security Operations and management.
- Make recommendations to the Director, Safety & Security regarding emergency response and crisis situation planning.
- Respond to emergency situations to support the District and individual building crisis response activities.
- Work closely with the Information Technology, Physical Plant Operations (PPO) and Facilities teams to identify and address concerns relating to proper functioning of security related technology, including cameras, building access control, campus access control, and emergency communications (i.e. two-way radios, intercoms, and emergency broadcast systems) at assigned sites. Escalate critical issues, as appropriate.
- Serve as an informational resource to staff and administrators concerning the role of site-based security staff.
- Participate with local, regional and state task forces, committees and agencies regarding emergency preparedness, as requested.

- Assist with capital and operational budget requests to support emergency preparedness. Present requests and justification to immediate supervisor for approval.
- Assist the Safety, Security & Emergency Preparedness leadership team with the development of security and life safety programs to enhance security at all District sites.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution in a related field.
- A minimum of five (5) years of experience in law enforcement, military, public or private sector physical security.
- A minimum of two (2) years of experience in a supervisory or management role.
- Effective verbal, written and interpersonal communication skills, including the ability to write reports, develop and write policies, interview victims and witnesses, and communicate in an emergency as required for the position.
- Demonstrated knowledge of crisis management, emergency response, de-escalation techniques and standards of practice.
- Computer skills as required for the position.
- Possession of valid Florida Driver's License.

**SPECIAL REQUIREMENTS:**

Incumbent shall be subject to specialized training, background reviews and confidentiality and compliance requirements as outlined by the Chief - Safety, Security & Emergency Preparedness and other agency user agreements so as to fulfill the duties of the position. The incumbent is considered to be "essential personnel" subject to being held over or called back to a district work location or alternate site at all times. Incumbent may be assigned to the other operational support venues as deemed necessary by department leadership. Position shall be exposed to confidential, restricted and highly sensitive information requiring the utmost discretion and compliance with all administrative rules, directives, policies, procedures, regulations and statutes governing its distribution. The position requires compliance with all District policies, regulations and statutes relating to privacy including the Family Educational Rights and Privacy Act (FERPA).

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Prior experience working with students or adolescents.
- Experience in day- to- day guard force or security team management including the creation and implementation of physical site security programs.
- Experience developing guard or post orders.
- Bilingual skills.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Frequently interacts with students, visitors, parents and guardians of students, public safety personnel and school employees within different departments. Regularly meets with District and school administrators, safety and security personnel, law enforcement and other governmental agencies on the federal, state, and local levels.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

DRAFT