



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Campus Security Manager
JOB CODE: New
CLASSIFICATION: Exempt
PAY GRADE: 20
BARGAINING UNIT: BTU - TSP
REPORTS TO: Manager, Area Security
CONTRACT YEAR: 199 Days or 244 Days

POSITION GOAL: To enhance the safety, security and level of preparedness in the work and learning environments of students, employees and visitors. To protect students, employees and visitors from harm in emergency situations, and to prevent or reduce loss and damage of school property by theft and vandalism. To manage the day-to-day activities of school-based security staff at a specific location including performance evaluations, time and attendance and ensuring consistency of implementation of security policies, procedures and District expectations.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Campus Security Manager shall carry out the performance responsibilities listed below:

Management

- Supervise the day-to-day performance of duties and responsibilities of assigned security staff, including Security Specialists, Campus Monitors, and Armed Safe School Officers at assigned location(s).
- 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 location(s).
- Work with site and District personnel to develop and implement site security emergency plans and procedures for assigned location(s).
- 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 Investigations Unit (SIU) relevant personnel.
- Manage resource deployment and make security recommendations to the School Principal or designee in coordination with the Area Security Manager.
- Manage job performance and address concerns raised by assigned staff.
- Report allegations or indications of misconduct by Campus Monitors, Security Specialists, Armed Safe School Officers or building security staff to the Area Security Manager for proper investigation or alternative referral.
- Orchestrate the execution and tracking of required emergency management drills for assigned location(s). Ensure staff convenes an interdepartmental critique of each drill, records lessons learned, and develops improvement plans to address identified shortfalls or inconsistency.
- Plan, organize and supervise school security projects and services; respond to security related complaints; ensure compliance with reporting of security incidents by Campus Monitors and Security Specialists.
- Make recommendations to the Area Security Manager for development and revision of procedures and methods for protecting District personnel and property and advise personnel regarding these measures, incorporating the feedback of supervised staff.
- Investigate, research and submit recommendations on emergency management best practices.
- 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 on 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 Broward County Public Schools' Safety, Security & Emergency Preparedness staff and stakeholders.

Accountability

- Verify that security personnel have been successfully trained on the implementation of safety and security programs that are relevant to their position and compliant with the Safety, Security & Emergency Preparedness Division standards.
- Review reports and other documentation submitted by security personnel as required by departmental guidelines, District Policy, law or as requested by District supervisors.
- Ensure fidelity of implementation of all security practices and procedures prescribed by the Safety, Security & Emergency Preparedness Division at assigned location(s).
- Organize and administer school safety, security and emergency preparedness awareness programs as assigned, including, but not limited to, fire drills, lockdown drills, reverse evacuation procedures, emergency evacuation procedures, emergency communications protocols and other emergency protective actions.
- Coordinate school safety compliance in accordance with 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, provide and participate in District approved Safety, Security & Emergency Preparedness training.
- Ensure staff completion of all required training.
- Ensure staff understanding of their responsibility for emergency preparedness and response, compliance with District policies, procedures and applicable laws, particularly as it relates to appropriate communication of Codes.
- Monitor performance objectives for Campus Monitors, Armed Safe School Officers and Security Specialists and develop operational procedures to guide personnel in the performance of their duties.
- Regularly evaluate security needs at assigned location(s) and provide recommendations to the Director, Safety & Security and Area Security Manager, 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 updates, when necessary.
- 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

- Assist site-based administrators with the assignment of Campus Monitors, Security Specialists and Armed Safe School Officers to daily tasking, patrolling and post monitoring.
- Perform duties of the Security Specialist position when required and upon request by the Manager, Area Security.
- Work closely to support Safety, Security & Emergency preparedness staff, school and District administrators and local public safety officials in day-to-day operations and responses to emergency situations.
- Collaborate with Area Security Manager, Administrators and Cadre Directors as appropriate to ensure consistency of safety and security program implementation across the District.
- Assist and support designated personnel, as directed, with investigations involving allegations of misconduct.
- Assist the Executive Director, Enterprise Risk and Emergency Preparedness with development and revisions to security policies, procedures and Standard Operating Procedures (SOP) for site-based security personnel.
- Provide day-to-day assistance to District and outside law enforcement, emergency response agencies, in accordance with Departmental guidelines and at the direction of the Director, Safety and Security Operations and management.
- Make recommendations to Area Security Manager regarding emergency response and crisis situation planning.
- Respond to emergency situations to support the District and individual location crisis response activities.
- Work closely with the Information Technology, PPO and facilities teams to identify and address concerns relating to the proper functioning of security related technology, including cameras, building access control, campus access control, and emergency communications (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 significant operational budget requests to support emergency preparedness. Present requests and justification to immediate supervisor for approval.
- Assist the Safety, Security and Emergency Preparedness leadership team with the development of security and life safety programs to enhance security at all Broward County Public Schools sites.

- Serve as primary point of contact on security matters for school administrators.
- Serve as senior security personnel at assigned location(s).
- Provide exceptional customer service when interacting with school and District stakeholders.
- Work with school administrators, school staff, District personnel and public safety officials to create and maintain a positive, caring, reasonably safe and effective learning environment.
- Advise the School Principal of significant disturbances, hazardous conditions, unsafe procedures and other serious security matters.
- Practice situational awareness to help detect students who are in distress as well as identify and address potentially dangerous conditions, situations and individuals.
- Patrol the school's perimeter, grounds and interior areas providing a high degree of visibility to prevent trespassing, criminal activity, potentially dangerous behaviors, substance abuse, acts of self-harm and school violence.
- Communicate with students in age and developmentally appropriate ways.
- Work effectively with students, staff and visitors with special needs.
- Practice positive cultural awareness and demonstrate respect for diversity among students, employees, public safety partners and visitors.
- Help prevent and address bullying, harassment and intimidation of students, staff and visitors.
- Request identification and investigate the presence of individuals who appear to be out-of-place based on the time, location, setting, behaviors and circumstances when it appears safe and appropriate to do so.
- Help reduce potential physical conflicts among students using proactive and professional attention to student interaction and appropriate intervention strategies.
- Participate on the School Improvement Team for matters relating to the school's climate, culture, safety and security.
- Assist with student threat assessments if requested to do so by the school administrator or members of the Threat Assessment Team.
- Follow District procedures and Florida laws regarding reporting of criminal incidents.
- Comply with District policies, procedures and Florida statutes relating to the protection of students from physical, emotional and sexual abuse.
- Take prompt action, as appropriate, to protect human life in an emergency situation, including the initiation of an emergency code on school campuses, or District sites, as appropriate.
- Operate School Board owned vehicles (including golf carts) in a safe manner.
- Achieve and demonstrate proficiency in conflict resolution, verbal de-escalation, passive restraint techniques and the use of force as authorized, trained and in compliance with written directives, policies or manuals.
- 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, including conflict resolution and cultural diversity training.
- 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 School Principal or designated Safety, Security and Emergency Preparedness supervisory personnel.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
- A minimum of six (6) years, within the last eight (8) years, of experience in a field related to the title of the position, including but not limited to, security, law enforcement, the department of juvenile justice.
- A minimum of two (2) years management experience or experience serving in a "lead" capacity.
- Must be, at least, twenty-one years of age.
- Effective verbal and written communication skills, including the ability to write reports, interview victims and witnesses, and communicate in an emergency as required for the position.
- Possession of valid Florida Driver's License.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned associate's degree from an accredited institution.
- Prior experience working with students or adolescents.
- Prior military experience.
- Bilingual skills.

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

The majority of contact is with students, visitors, parents and guardians of students, public safety personnel and school employees within different departments. This position requires the ability to remain vigilant for extended periods of time and in a dynamic environment. The job incumbent will be required to utilize a variety of verbal and physical skills and techniques to protect self and others from individuals who are non-compliant, aggressive and who may pose a risk to themselves or others. This position requires the ability to use the minimum force necessary to protect self and others and a high degree of judgement in the use of verbal de-escalation and when necessary, the use of passive restraint techniques and other types of physical force.

Campus Security Managers are prohibited from carrying a firearm on their person or in a personal or District vehicle while on duty or while on school system property. Campus Security Managers are also prohibited from carrying less-lethal force devices unless they are specifically trained and have been authorized to do so in writing by the District. Examples of less-lethal force devices include but are not limited to Tasers, impact devices, stun guns or pepper, mace, CN or CS irritant sprays.

This position requires personnel who can use tact and courtesy to enhance a pleasant, effective and reasonably safe learning environment. This position also requires the ability to follow guidelines relating to the appropriate boundaries pertaining to the interactions with students. The position requires the ability to give or receive information directly related to school safety, security and emergency preparedness.

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.

This job requires the incumbent to communicate via two-way radio, provide verbal instructions and warnings to others in an emergency, prepare written reports, and complete forms in writing. Additionally, the job incumbent will be required to operate a motor vehicle or golf cart, patrol a school campus on foot or bike, climb stairs, or other means of transportation and scale a six-foot chain link fence. The job incumbent will also be required to utilize appropriate techniques to restrain and, if necessary, subdue physically aggressive individuals, using minimum force as required.

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.

Board Approved:

Adopted: