



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Manager, Area Security
JOB CODE: ZZ-042
CLASSIFICATION: Exempt
PAY GRADE: 25
BARGAINING UNIT: BTU - TSP
REPORTS TO: Director, Safety & Security Operations
CONTRACT YEAR: Twelve Months

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 to supervise the planning, organizing, and implementation of Broward County Public Schools' 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 Manager, Area Security 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.
- Participate in specialized training, background reviews, and fulfill confidentiality and compliance requirements as outlined by the Chief – Safety, Security and Emergency Preparedness and other agency user agreements.
- Serve as “essential personnel” subject to being held over or called back to a District work location or alternate site at all times.
- Assist other operational support venues as deemed necessary by department leadership.
- Exercise discretion when handling confidential, restricted and highly sensitive information. Comply with all administrative rules, directives, policies, procedures, regulations and statutes governing the distribution of confidential information.
- 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 and a minimum of five (5) years of experience in law enforcement, military, public or private sector physical security.

OR

- An earned high school diploma or satisfactory completion of an approved General Education Development Testing Program and a minimum of seven (7) years of experience in law enforcement, military, public or private sector physical security.

AND

- 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.

Board Approved: 5/21/2019

Board Adopted: 6/25/2019

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