



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Chief -Safety, & Security and Emergency Preparedness Officer  
**JOB CODE:** A-033  
**CLASSIFICATION:** Exempt  
**SALARY BAND:** S  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Superintendent of Schools  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:** To plan, direct, coordinate, evaluate, and effectively communicate activities relating to the protection, safeguarding, security and emergency preparedness of Broward County Public School's students, employees and properties. To guide the District leadership team in setting measurable goals, and using structured processes to develop benchmarks to measure and document program integrity.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Chief - Safety, & Security and Emergency Preparedness Officer shall carry out the essential performance responsibilities listed below.

- Coordinate a comprehensive safety, security and emergency preparedness program for Broward County Public Schools using the Enterprise Risk Management model.
- Establish performance-based measures for key areas of school safety, security and emergency preparedness. Meet with the Chief of Staff, ~~key~~ key Cabinet Members, Superintendent, ~~school~~ School ~~board~~ Board members and the School Safety Accountability Committee to review performance measures.
- Provide oversight and guidance on all Broward County Schools operations where ethics and conflicts of interest could impact school safety, security and emergency preparedness.
- In concert with the Risk Management Department, work with the District's insurer(s) to address such strategic concerns as risk avoidance and reduction, risk transfer and risk acceptance.
- Coordinate with the Risk Management Department to conduct ongoing risk evaluation for the District, helping to set benchmarks, targets and goals for improvement and loss reduction.
- Work closely with and provide reports and briefings to an Independent Oversight Board comprised of a variety of stakeholders including but not limited to, ~~school~~ School ~~board~~ Board members, ~~district~~ District personnel, parents, students and area public safety officials.
- Serve as a liaison with a wide array of ~~district~~ District specialists who play important roles in school safety and emergency preparedness including but not limited to risk management, student and employee threat assessment and management, suicide prevention, and public information.
- Serve as a liaison with local law enforcement, fire service and emergency management agencies to monitor the daily operation of the School Resource Officer (SRO) program and other law enforcement issues on school campuses.
- Work with local law enforcement agencies to encourage community-policing and crime prevention efforts on school campuses.
- Provide oversight for the development and implementation of security plans for special events involving all Broward County Public School sites.
- Develop, implement and administer training programs pertaining to matters of safety, security and emergency preparedness for ~~district~~ District and school-based staff and administrators.
- Advise and assist school-based administrators and department heads in matters involving criminal activities on school campuses.
- Participate in the development and maintenance of a District-level Crisis Response Plans.
- Advise in the development of crisis management and emergency response plans as part of each school and support department's safety plan.

- Direct, coordinate and analyze the results of periodic assessments and audits of school and support facilities and grounds to identify opportunities for improvement in safety, security and emergency preparedness.
- Recommend changes in policies, regulations and procedures as related to building and grounds security and recommend security and emergency preparedness modifications.
- Coordinate with and support school-based administrators, department heads, transportation personnel, maintenance and facilities personnel, information technology personnel, suicide prevention and student and employee threat assessment and management teams to address and correct safety, security and emergency preparedness measures.
- Receive all reports of school crime from site-based administrators and/or School Resource Officers and maintain statistics regarding this information.
- Coordinate regular meetings and collaborations with ~~district~~ District and community partner agencies and organizations to apply data-driven solutions to safety, security and emergency preparedness concerns.
- Work directly with local, state and federal public safety personnel including law enforcement, fire service, emergency management personnel and emergency medical personnel to improve prevention, mitigation and emergency preparedness measures, as well as critical incident response events and recovery.
- Work with the school safety committee on community safety initiatives.
- Meet regularly with the School Superintendent or other school-based and District administrative staff to keep them informed of District safety, security and emergency preparedness issues and any present or future building and grounds security needs.
- Assist in the development of formally structured, basic, advanced and in-service training programs for BCPS security staff (i.e. Campus Monitors and Security Specialists).
- Communicate with the public regarding the safety, security and emergency preparedness measures, concerns and initiatives of ~~the~~ The School Board of Broward County, Florida.
- 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.
- Establish and provide oversight for fidelity testing approaches to measure and improve adherence to safety rules and procedures by school and District employees.
- 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:

- A minimum of eight (8) years, within the last twelve (12) years of law enforcement, enterprise risk management, safety, security, homeland security or emergency management experience for a large and complex organization. At least three (3) years of mid-level management, command-level or executive experience.
- An earned bachelor's degree in business, public administration, homeland security, emergency management, risk management, cyber security, security management, anti-terrorism, international security, criminal justice, police science, law enforcement or graduation from any of the four U.S. Military Service academies, Naval War College Homeland Security Program or other accredited institution of comparable relevance and stature to these specifically listed areas of study.
- ~~Possess or be able to possess within one year and maintain a valid Florida Department of Law Enforcement (FDLE) Certification.~~
- Possess or be able to possess and maintain a valid Florida Driver's License.
- Proven ability to provide exceptional leadership during critical incidents and emergency situations.
- Demonstrated effectiveness in both verbal and written communication skills, including the ability to prepare comprehensive reports with clear and concise representation of concepts and ideas.
- Computer skills as required for the position.
- Must be willing and able to attend cross-disciplinary training in physical security, emergency preparedness, risk management, fire safety and other related functional areas that can impact safety, security, emergency preparedness and business continuity planning.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Extensive law enforcement experience, including command or executive level experience in a law enforcement agency.
- Extensive and advanced security/law enforcement, homeland security or similar experience in the United States Military, local, state, federal agencies or work experience in a similar role for large and complex national or international private sector organization.
- Relevant graduate degree or PhD from an accredited institution in a field related to the title of the position, including business, public administration, homeland security, emergency management, risk management, cyber security, security management, anti-terrorism, criminal justice, police science, law enforcement.
- Law Degree from an accredited institution.
- Graduation from one of the "big three" advanced law enforcement leadership academies: the FBI National Academy, Southern Police Institute or Northwestern University.
- Graduation from an advanced international public safety training program.
- Prior experience in public school administration, higher education, major hospital or other comparable large, diverse and complex campus organizations.
- Prior personal and/or professional involvement with community stakeholders in promoting positive law enforcement, criminal justice, and security programs and initiatives.
- ~~Possess or be able to possess within one year and maintain~~ a valid Florida Department of Law Enforcement (FDLE) Certification.
- Excellent verbal, written and overall communications skills.
- High-level experience in the United States Military.
- Prior enlisted, commissioned ~~offer~~ officer status in the United States Military.
- Excellent track record of working effectively in a leadership role with a variety of people and organizations with differing viewpoints.
- Demonstrated competence in working with the media under challenging circumstances.
- Bilingual skills.
- Other public safety training, certifications and experience, including those related to safety, risk management, physical security, threat assessment, hazard and vulnerability assessment, cyber security, fire prevention/protection, advanced and relevant military experience, emergency medical experience and emergency management or homeland security experience.

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

Works extensively with cabinet, school administrators, staff, students, and community on all areas of school safety. Responsible for developing programs and provide services that ensure a safe and orderly environment and protection for all students, staff and District assets.

**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.

Board Approved: 11/7/18

Board Adopted: 12/18/18