



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Director, School Security Support Services
JOB CODE: New
CLASSIFICATION: Exempt
SALARY GRADE: D
BARGAINING UNIT: ESMAB
REPORTS TO: Executive Director, Enterprise Risk & Emergency Preparedness
CONTRACT YEAR: Twelve Months

POSITION GOAL:

The Director, School Security Support Services serves as a member of the professional multi-disciplinary team that works collaboratively to protect students, employees, volunteers and visitors to schools, and the District's administrative and support facilities, from acts of violence or other harm. At the direction of the Executive Director, Enterprise Risk & Emergency Preparedness, the Director School Security Support Services will manage the teams and personnel who directly support the District's Safety, Security & Emergency Preparedness programs in accordance with all applicable laws, policies and practices.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, School Security Support Services shall carry out the essential performance responsibilities listed below:

Management:

- Provide operational and functional direction for the District Security Operations Center, Safety, Security and Emergency Preparedness (SSEP) Communications, Budget, Payroll, security project management, Emergency Preparedness, Data Analysis and the SSEP administration and training team.
- At the direction of the Executive Director, Enterprise Risk & Emergency Preparedness, 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.
- Collaborate with the District's Grants Office, help to identify SSEP related grants, assist with grant production and implementation of grants as the SSEP representative.
- Collaborate with Charter School Office to assist with the District oversight of Charter School compliance with District, State and Federal requirements related to safety & security.
- Work closely with Human Resources, and Finance, manage the budget, payroll and human resources operations for SSEP.

Strategy:

- Partner 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 Officer.
- Ensure that risk reporting aligns with organizational performance and strategy reporting to support decision-making and management oversight.

Data and Education:

- Partner with law enforcement to develop and manage the District's Protective Research Program identifying potential threats to students, personnel, information and facilities through early detection. Work with SSEP leadership to mitigate potential threats.
- Work closely with District and school-based safety and security employees to develop, disseminate and train staff on SSEP 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 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 related to safety, security and emergency preparedness for District and school-based staff and administrators.

Accountability:

- Work closely with the SSEP leadership to develop training programs and tracking compliance with related drills across the District.
- At the direction of the Chief, Safety & Security Officer, manage the District's Florida School Security Assessment Tool (FSSAT) initiative including: 1) creating a project plan, 2) organizing and collaborating with internal and external stakeholders to make sure that school-based staff have the data needed to complete their school assessments, 3) coordinating the District Best Practices Assessment completion, 4) monitoring overall completion and quality assurance to enhance the quality of reporting each year, 5) analyze the final report data so that recommendations may be formed by SSEP to inform priorities for Cabinet and Board allocations of funding for District security initiatives.
- Develop and maintain a tracking mechanism for incident and risk monitoring and 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 application of (SSEP) programs.
- 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 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 Emergency Management Plans for schools and facilities.
- 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 staff compliance and understanding of safety, security and emergency preparedness policies, procedures and plans. Develop recommendations for improvement in policies, procedures, plans, drills and training criteria, 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 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 developing and administering complex emergency management or disaster preparedness programs.
- Advanced analytical skills, including gathering and synthesizing data and identifying trends, causation, and correlation.
- Prior project management experience with the ability to effectively identify and implement process improvements.
- Effective verbal, written and interpersonal communication skills.
- Prior experience using a data-driven approach to risk management support of business operations.
- Prior experience managing large complex budgets.
- 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 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 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.
- Thorough understanding of the Enterprise Risk Management process deployment from study or direct experience.
- Prior administration experience in a law enforcement or government agency.
- 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 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:

Board Adopted:



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Project Manager, Safety, Security & Emergency Preparedness
JOB CODE: New
CLASSIFICATION: Exempt
PAY GRADE: 25
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director, School Security Support Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

The Project Manager, Safety, Security & Emergency Preparedness (SSEP) will be responsible for advancing Safety, Security & Emergency Preparedness projects and grants in collaboration with other District departments.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Project Manager, Safety, Security & Emergency Preparedness shall carry out the performance responsibilities listed below:

- Provide project management for the acquisition and implementation of SSEP related projects.
- Assist with the development of the project scope for SSEP projects.
- Ensure SSEP projects are on time and completed within budget.
- Develop project milestones, track and monitor progress against agreed upon project deadlines.
- Provide oversight for work performed by security consultants and contractors as assigned to the SSEP Division.
- Review consultant's plans and specifications to ensure accuracy, completeness, and compliance with budget, state and federal regulations.
- Partner with District's Charter Schools Office to Monitor monitor charter school compliance with Safety, Security & Emergency Preparedness requirements including tracking information requests to/and from charters schools for Ssafety & and Ssecurity related matters.
- Conduct costs and scheduling variance analysis, making recommendations for corrective actions to mitigate project obstacles and scope changes.
- Assist with the assessment of safety & and security product offerings to the District in collaboration with other relevant departments to determine appropriateness for District usage.
- Ensure SSEP project prioritization is consistent with the District strategic plan.
- Work with SSEP Budget personnel and District Finance and budget, verify invoices and recommend payment of invoices.
- Schedule, attend, and write comply follow up reports of meetings with consultants and other agencies on all SSEP matters.
- Serve as SSEP representative on project implementation committees, as requested.
- Develop SSEP project plans and tracking compliance of tasks and activities for Division projects and grants.
- Working with the District Grants Department, assist in obtaining additional funding for SSEP related programs and personnel by assisting with grant writing as appropriate and project oversight.
- Identify organizations, programs and individuals who can provide cost effective SSEP related services including training, equipment and technology initiatives for the Broward County Public Schools.
- Prepare change orders, inspect project for substantial completion and prepare list of deficiencies.
- Arrange for correction by contractors or vendors if defects are discovered.
- Collaborate with the legal department to ensure contracts are reviewed and finalized as appropriate and track the completion of contract terms.
- Assess contractors and consultants' performance reports. Maintain accurate project records.
- Research and have maintain familiarity with School District databases and performance evaluation models.

- 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 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, as well as School Board policies.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- A minimum of five (5) years of work experience in a field related to the title of the position.
- Prior experience supervising or leading a team.
- Demonstrated success managing large and complex projects within the assigned budget and delivery time frame.
- Experience working in a complex organization requiring collaboration across multiple internal departments.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Prior experience with assessment and procurement of safety & security technology (or similar applicable experience)
- Experience working with Charter Schools.
- Prior grant writing experience.
- Bilingual skills.

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

Frequent communication with all departments within Safety, Security & Emergency Preparedness, Information & Technology, Facilities and Construction Management, Physical Plant Operations, School Performance & Accountability, Budget, Human Resources and site-based staff to schedule required work.

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:

Board Adopted:



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Personnel Administrator (~~Professional Standards~~)
JOB CODE: Z-019
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: ~~Chief of Police, Broward District Schools Police Department~~ Director, School Security Support Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

~~To assist in assigned Professional Standards functions in employee discipline and reporting. To operate with appreciable latitude for unreviewed action or decision. To be responsible for the operations of the department in the absence of the Chief of Police. (Work is normally not reviewed.)~~

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

~~The Personnel Administrator (Professional Standards) shall carry out the essential performance responsibilities listed below:~~

- Manage the operational and functional direction for the training team to include the development and facilitation of the safety, security & emergency preparedness training program.
- Participate in the district planning to ensure quality and consistency in the development of the training programs.
- Evaluate the effectiveness of training by monitoring stakeholder feedback and performance, using data collection and analysis systems.
- Recommend and assist in the implementation of actions necessary to ensure effective integration of training resources, requirements, concepts and standards.
- Remain abreast of developing training trends and techniques.
- Participate in specialized training background reviews and fulfill confidentially and compliance requirements as outlined by the Chief Safety & Security Officer 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 the Chief of Police in coordinating the teacher assessment program so that principals may effectively evaluate the job performance of teachers.~~
- Manage the operational and functional direction for the security clearance team, to include the fingerprint process, arrest notification and tracking, clearance requests, identification cards (badges) issuance and management.
- ~~Assist employees, directors, managers, supervisors, principals, and other administrators with their employee discipline concerns.~~
- ~~Monitor investigation timeliness on all Professional Standards/Special Investigative Unit cases. Review investigative reports prior to submitting to Standards Committee. Validate correctness of reports; those that do not meet standards should be returned to the Investigator.~~
- ~~Monitor and coordinate the drug and psychological testing. Make decisions on who should be sent for drug, physical and psychological testing. Manage all requests and follow up for psychological evaluations.~~
- ~~Provide training to administrators related to employee assessment, employee due process rights and related rules, regulations and statutes.~~
- ~~Interact with parents, outside agencies, businesses and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.~~

- Oversee grants of one (1) million dollars; work with granting agencies and other individuals as required.
- ~~Advise District administrators on matters related to Professional Standards.~~
- Disseminate information and current research to appropriate personnel.
- ~~Monitor employee self-reporting procedures and follow up with police agencies.~~
- Assist in gathering case data for legal concerns.
- ~~Monitor administratively placed personnel to include attendance, personnel action forms, evaluations.~~
- Assist in the review of data reports.
- Monitor all employee assistance program referrals for compliance and employee compliance with disciplinary actions.
- ~~Maintain up to date files on all Professional Standards/Special Investigative Unit open cases.~~
- Serve as School Board representative with employment and training programs sponsored by federal, state, or local agencies.
- Respond to inquiries and concerns in a timely manner as directed by the Chief of Police Special Investigative Unit (SIU).
- Perform and promote all activities in compliance with the equal employment and ~~non-discrimination~~ non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~successfully~~ in the training programs offered to ~~increase~~ enhance the individual skills and proficiency related to the ~~assignments~~ job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities
- Ensure adherence to safety rules and procedures.
- Follow ~~Federal~~ federal and ~~State~~ state laws, as well as School Board policies.
- Perform other duties as ~~delegated by Chief of Police~~ 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 of experience and/or training in the field related to the title of the position.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Preferred Degree major in personnel administration, personnel relations or a related field.
- Bilingual skills preferred.

SUPERVISION: ~~Under general supervision is responsible for supervising a group or section concerned with various professional standard activities.~~

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

Frequently interacts with district staff, 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:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 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.

PUBLIC RECORDS EXEMPTION:

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

FLSA OVERTIME CATEGORY: ~~The job is exempt from the overtime provisions of the Fair Labor Standards Act.~~

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved 6/19/2001 &

Adopted 7/17/2001

Org. Chart Change 4/01/03

Board Adopted 12/16/03

Revised 5/19/06

10/15/2012

Organizational Chart 2012-2013

Approved as Amended: 6/23/15

Adopted as Amended: 7/28/15

DRAFT



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Manager, Emergency Management
JOB CODE: C-024
CLASSIFICATION: Exempt
SALARY BAND: B
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Risk Management School Security Support Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To develop, implement and maintain a comprehensive, all hazards emergency management program to prepare for and direct the actions of the District in the event of an emergency. To coordinate the District's disaster recovery efforts with FEMA and excess insurance.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Manager, Emergency Management shall carry out the essential performance responsibilities listed below:

- Develop and implement the District's Emergency Preparedness Program in response to all emergency events and disasters.
- Develop and perform tests and evaluations of emergency management plans in accordance with local, state, and federal regulations.
- Formulate and recommend general emergency management policies and measures to be followed by students and employees.
- Consult with all departments and programs on design and use of equipment, shops, fire preventions, and safety programs.
- Inspect or tour School District facilities designated as hurricane shelters to determine their operational and functional capabilities in emergency situations and detect existing or potential hazards; recommend corrective or preventative measures where indicated in accordance with State Requirements for Educational Facilities (SREF).
- Periodically inspect all vehicles and equipment operated by School Board employees during emergency mobilization to evaluate their condition and recommend the correction of any unsafe conditions identified.
- Investigate all accidents, fire incidents, accident claims, accidental injuries and/or health hazards involving students, employees and/or equipment to determine cause; cooperate in the preparation of material and evidence for District use in hearings, lawsuits, and insurance investigations.
- Coordinate emergency management activities before, during, and after any declared emergency event that affects the School District.
- Serve as the District's liaison with municipalities, county departments, and other entities in order to facilitate emergency response plan development, response effort coordination, and mutual aid agreements as applicable.
- Collaborate with District staff and third parties to prepare and analyze damage assessments following any emergency event and assist to coordinate all recovery efforts necessary following such event.
- Develop, supervise and coordinate training programs which will increase staff proficiency in responding to emergency events and disasters.
- Prepare and arrange emergency management exhibits and materials for display, promotional work, industry conferences and exhibitions.
- Represent the District in community groups, county organizations and programs as they relate to the District's Emergency Preparedness Plan and the coordination of emergency management activities.
- Represent the Risk Management Department at various meetings and/or committees.

- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~successfully~~ in training programs offered to ~~increase~~ enhance the individual skills and proficiency related to the ~~assignments~~ 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 ~~Director, Risk Management~~ the immediate supervisor, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned associate's degree in fire science, emergency management or related field from an accredited institution, ~~is required.~~
- A minimum of eight (8) years of demonstrated experience and training, within the last thirteen (13) years, in the field related to the title of the position, ~~is required.~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in fire science, emergency management or related field from an accredited institution is ~~preferred.~~
- A minimum of six (6) years of demonstrated experience and training, within the last ten (10) years, in the field related to the title of the position is ~~preferred.~~
- ~~Candidate experienced~~ Experience in fire safety inspection and analysis, fire prevention, casualty, health, sanitation, and safety inspection analysis, and emergency preparedness and management in the public-school environment is ~~preferred.~~
- CSP (Certified Safety Professional) candidates are ~~preferred.~~
- Bilingual skills are ~~preferred.~~

SUPERVISION: ~~The position supervises all employees as assigned.~~

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

Frequent interaction with department team, school and District staff to develop, implement and maintain a comprehensive emergency management program to prepare for and direct the actions of the District in the event of an emergency. Serve as the District's liaison with municipalities, county departments, and other entities in order to facilitate emergency response plan development, response effort coordination, and mutual aid agreements as applicable.

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.

FLSA OVERTIME CATEGORY: ~~The job is exempt from overtime provisions of the Fair Labor Standards Act.~~

PUBLIC RECORDS EXEMPTION:

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

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Revised: 9/15/88

Adopted: 10/6/88

Realignment Title Change: 3/19/96 Job Description

Number Change: 5/20/97

Dept. Realigned & Job Description Number change: 4/13/99

Board Adopted: 11/09/04

Revised: 5/18/06

Revision Board Approved: 1/18/12

Board Adopted: 2/22/12

Board Approved: 8/18/15

Board Adopted: 9/16/15

DRAFT



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Senior Data Analyst - Safety, Security & Emergency Preparedness
JOB CODE: YY-007
CLASSIFICATION: Exempt
PAY GRADE: 27
BARGAINING UNIT: BTU-TSP
REPORTS TO: ~~Director Risk Management~~ Director, School Security Support Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

The Senior Data Analyst – Safety, Security & Emergency Preparedness will establish and maintain a system of qualitative and quantitative data analysis that highlights relevant safety, security and emergency preparedness data into strategic and actionable recommendations to assist with decision-making, enhance financial reporting and ensure regulatory compliance. The incumbent will also develop, maintain and amend processes and systems for identification, capture, and maintenance of critical data elements necessary to enhance strategic decision-making, perform technical studies involving compiling information related to criminal activity, security, discipline, emergency preparedness drills/activities, and provide analyses of data to increase the effectiveness of the Enterprise Risk Management operation.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Senior Data Analyst – Safety, Security & Emergency Preparedness shall carry out the essential performance responsibilities listed below:

- Manage Support Data Analyst(s) assigned to the Safety, Security & Emergency Preparedness Division.
- Perform basic statistical calculations, compile and analyze data, interpret trends, fluctuations, correlations, and patterns, and prepare and disseminate findings to District departments to assist with decision-making.
- Partner with management in developing and implementing processes which support fidelity of work practices, District policies, legal and fiscal/budget requirements and alignment to strategic priorities.
- Partner with other data stakeholders across the organization to help identify data gaps for risk-based decision-making.
- Provide information evaluation and data analysis support for the operational functions within the Division of Safety, Security & Emergency Preparedness.
- Prepare charts, graphs, dashboards and other pictorial representations of data for use by multiple audiences. Review data for errors or inconsistencies.
- Prepare and deliver executive level presentations to facilitate discussion of analysis, as requested.
- Support the District's Strategic Plan through data collection and analysis.
- Consult with program and administrative staff in the evaluation of software systems. Develop solutions and recommendations for improving data integrity issues.
- Research pertinent literature and analyze applicability of concepts as they relate to Enterprise Risk Management.
- Compile and analyze data relating to criminal activity occurring on and in proximity to District property, security incidents, disciplinary actions relating to safety, effectiveness of emergency preparedness drills/activities.
- Manipulate large data files and transform information to assist District personnel and community public safety partners with improving the strategic approach to evaluating threats.
- Perform fidelity testing to ensure data accuracy.
- Create and maintain databases, files, and other crime information sources, including web postings.
- Prepare and deliver executive level presentations to facilitate discussion of analysis.
- Develop dashboards of key operational metrics and benchmark against other industry peers.
- Assist with grant implementation by collecting data and providing information as requested.

- Act as a liaison with other agencies, police departments, schools, and the community in order to carry out assignments, as needed.
- Assist other District offices, governmental offices and the general public with requests for reports and subpoenas for reports.
- Participate in local, regional and state task forces, committees and agencies regarding violence prevention.
- Provide data analysis during and after emergency events impacting Broward County Public Schools and at the scene of emergencies, natural disasters and homeland security incidents.
- Use computer applications to track and analyze ongoing events and, as appropriate, assist SIU, local, state and federal law enforcement agencies with investigation of acts of violence impacting the Broward County School Community.
- Participate in specialized training, background reviews, and fulfill confidentiality and compliance requirements as outlined by the Chief ~~Safety, Security and Emergency Preparedness~~ Safety & Security Officer 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.
- A minimum of seven (7) years within the last twelve (12) years of work experience requiring detailed data analysis and logical processing of information.
- Excellent verbal, written and interpersonal communication skills, including the ability to write reports and communicate effectively under deadlines and in stressful situations.
- Demonstrated knowledge of data analysis, statistical techniques and standards of practice.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master’s degree from an accredited institution in economics, information systems, finance, statistics, mathematics, computer science, or related field.
- Formal training or education relating to statistical analysis, crime analysis, cyber-crime investigation, electronic investigative forensic techniques or preserving electronic evidence.
- Familiarity with mandatory criminal justice compliance and reporting requirements.
- Prior experience using criminal justice information systems and other complex relational databases.
- Prior experience using GIS mapping software.
- Bilingual skills.

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

Frequently interacts with District staff, 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. Frequently works with functional users at all levels to obtain input and understanding of their work processes and needs, works with senior management on specific design issues, evaluates possible solutions and design, and implements appropriate corrective actions.

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: 7/23/2019

Board Adopted: 8/20/2019

DRAFT



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Manager, District Security Operations Center
JOB CODE: YY-006
CLASSIFICATION: Exempt
PAY GRADE: ~~23~~ 25
BARGAINING UNIT: BTU-TSP
REPORTS TO: ~~Executive Director, Enterprise Risk and Emergency Preparedness Designee~~ Director, School Security Support Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

The Manager, District Security Operations Center (DSOC) will lead and set the strategic vision for Broward County Public Schools' centralized, 24-hour District Security Operations Center. The role will provide day-to-day staff direction and leadership for sensitive, real-time safety and security incident and emergency response. The DSOC Manager is responsible for monitoring the safety and security of students, employees, visitors and all District properties using technology and other means. This position will help support the establishment of DSOC operations as the incident management and communications hub for the school District.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Manager, District Security Operations Center (DSOC) shall carry out the essential performance responsibilities listed below:

- Develop and manage the strategic vision of the District Security Operations Center (DSOC) and be responsible for the day-to-day direction and performance management of assigned staff.
- Use technology to monitor, detect, analyze and alert relevant internal and external stakeholders regarding threats to the District and the community.
- Manage a team responsible for triaging incident reports and disseminating them to relevant stakeholders as defined.
- Coordinate with relevant District teams, including Transportation, IT, Facilities, Special Investigations Unit (SIU), Environmental Health & Safety (EHS), Fire, Safety & Security, and others as appropriate to remedy or respond to reported issues.
- Provide coaching and mentoring to team members, recommend training as appropriate, and provide guidance and direction to staff related to career planning.
- Provide excellent customer service to all internal and external contacts by telephone, email and other communications mediums.
- Manage the District's mass notification platforms, including suspicious incidents or reporting of threats.
- Distribute mass communications, as appropriate, to inform District staff and the community of relevant issues. Coordinate with relevant communications staff, including the District Public Information Office, as appropriate.
- Work directly with the Safety, Security & Emergency Preparedness Training team to ensure an adequate training program is developed for DSOC staff.
- Manage the District's Protective Research Analysis program to identify online behavior and open-source threats to students, staff and facilities.
- Manage relevant short and long-term projects to improve the success of the DSOC operations.
- Manage the District's calls and collaborate with appropriate program leadership to investigate child abuse and neglect tips.
- Collaborate with law enforcement partners in conjunction with the Chief, Special Investigative Unit and staff to support the research of threats to students, staff, and facilities and security related incidents.
- Ensure compliance with relevant District and District Security Operations Center requirements and procedures.

- Develop performance management metrics and standards to measure the efficiency and effectiveness of DSOC staff.
- Manage, compile and review budget requests for the DSOC program with the immediate supervisor, ensuring spending within budget and effective projection of future budget needs.
- Work collaboratively with minimal supervision as part of a multi-disciplinary team.
- Assist District personnel and community public safety partners to improve the reporting and investigation of threats.
- Support the Division's approach to evaluating and responding to potential threats relating to violence by initiating data and event analysis, gathering, interpreting, organizing and prioritizing open multi-source information and communicating the findings in a timely manner.
- Use computer applications to track and analyze ongoing events and, as appropriate, assist SIU and other law enforcement agencies investigating threats or acts of violence, which could affect the Broward County Schools community.
- Perform open-source and sensitive source research as appropriate.
- Participate in specialized training, background reviews, and fulfill confidentiality and compliance requirements as outlined by the Chief – Safety, & Security and Emergency Preparedness Officer 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 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 field related to the role and a minimum of three (3) years, within the last ten (10) years, of experience working in a security operations center environment in the private or public sector or other related experience.

OR

- An earned high school diploma and a minimum of six (6) years, within the last ten (10) years, of experience working in a security operations center environment in the private or public sector or other related experience.
- A minimum of six (6) years, within the last ten (10) years, of experience working in a security operations center environment in the private or public sector or other related experience.

AND

- Prior experience supervising personnel.
- Prior experience monitoring security events and/or responding to critical security incidents.
- Demonstrated understanding of open-source research techniques and strategies.
- Excellent verbal, written and interpersonal communication skills, including the ability to write reports and communicate effectively under deadlines and in stressful situations.
- Demonstrated understanding of security controls and best practices to secure varying platforms.
- Experience working with security technology including Video Management Systems, Access Control Systems and Alarm Monitoring Systems.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- ~~An earned bachelor's degree from an accredited educational institution in a field related to the role.~~
- Prior experience directing teams, tracking and managing concurrent events and/or incidents at multiple locations.
- Prior experience working in a police dispatch center, law enforcement fusion center, military tactical operations center or similar environment.
- Prior experience with intelligence research and/or analysis including the use of open source research tools to identify threats to a person, property or organization.
- Prior experience developing operations manuals and guidelines to improve operational efficiency and effectiveness of a team.
- Bilingual skills.
- ~~Demonstrated experience in a large, complex, and diverse environment with successful outcomes.~~

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

Frequently interacts with district staff, 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 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: 6/25/2019

Board Adopted: 7/23/2019