CENTRAL BUCKS SCHOOL DISTRICT
Position Description

Position Title: District Safety & Security Manager
Department: Operations
Reports to: Director of Operations

Summary: The **District Safety & Security Manager** is responsible for development and management of district safety and security programs and protocols to ensure compliance with all municipal, state, and federal legislation and guidelines.

Essential Duties and Responsibilities:

The **District Safety & Security Manager** is responsible for development and management of district safety and security programs and protocols to ensure compliance with all municipal, state, and federal legislation and guidelines.

Essential Duties and Responsibilities (include but are not limited to):

- Serve as the District ACT 44 School Safety Coordinator to comply with all requirements of ACT 44 of 2018, ACT 67 of 2019, & ACT 55 of 2022 including risk & vulnerability assessments.
- Coordinate, Implement, and Track all district wide training for safety and security in compliance with PA Department of Education (PDE) and PA Commission on Crime and Delinquency (PCCD).
- Evaluate strengths and challenges of current safety plans, policies, and procedures.
- Develop, coordinate, and maintain the District Emergency Operations Plan as required by the State Emergency Management Services (EMS) Code.
- Oversee and coordinate emergency response for all building alarm notifications for fire, burglar, and access systems. Maintain availability, coordinating with Director of Operations, to ensure that Safety and Security Staff always have a 24/7 level of availability.
- Serve on the Bucks County Schools Safety and Security (S3) Advisory Council.
- Serve as the District liaison between local municipal police departments, Intermediate Unit, county emergency management, and/or federal agencies for all incidents at Central Bucks School District (CBSD) facilities.
- Strategic planning for emergency responses at CBSD facilities.
- Perform periodic walk-through inspections of CBSD locations including visual inspection of doors, landings, and drop off zones, emergency systems, AEDs, Bleeding Control Kits, and signage. Coordinate with Operations on corrective action and facility upgrade recommendations.
- Serve as the District Security Camera, Access Card, and Fire Alarm and Suppression Systems Coordinator. Manage, maintain databases, and upgrade all cameras and access points at district facilities. Maintain the Access Card Management and Fire Alarm & Suppression Systems.

- Establish and promote a safe environment and accident prevention by performing safety audits, employee training, and inspections and by maintaining open channels of communication.
- Management and oversight of district security personnel and coordination with School Resource Officers (SROs) assigned through local municipal police departments.
- Assist in collection and reporting of annual Safe Schools data.
- Attend community, parent, staff, and administrative meetings as needed.
- Communicate effectively in oral and written form, maintaining clear and organized files and records.
- All other duties as assigned.
- Serve in an on-call status on a rotating basis with other Operations managers related to building alarms for fire and security.
- Perform special projects as assigned by the Director of Operations

Supervisory Responsibilities:
Supervise and evaluate Safety & Security Personnel and Maintenance staff related to safety and security systems.

Education/Experience:
To successfully perform this position, a person must be able to perform each principal duty satisfactorily

The Qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Bachelor's Degree Required or at least seven years related experience in emergency services, planning, law enforcement, or emergency medical services; or equivalent combination of education and experience.

- Knowledgeable in PA Act 44, 67, and 55 School Safety legislation and procedures.

- Experience with FEMA (Federal Emergency Management Agency) National Incident Management System (NIMS) and Incident Command Systems (ICS)

- NASRO Certified within first 3 months of hire.

Knowledge, Skills, Abilities:

- Detailed knowledge of safety and security concepts and practices.
- Operational knowledge of emergency response and logistics.
- Ability to perform vulnerability assessments on school properties following PCCD standards.
- Knowledge of the threat assessment process and analysis of results to evaluate trends.
- Ability to collect data and apply recommendations for action.
- Ability to prioritize, schedule and ensure completion of numerous projects and initiatives on time and with available resources.
- Ability to motivate and provide ongoing training to security staff members.
- Ability to work as a team member.
- Must be courteous and able to interact effectively with people.

- Must be cooperative and able to work in an environment with frequent interruptions.
- Ability to follow written and verbal directions.
- Ability to complete assigned tasks with minimal supervision.
- Ability to read, write and do simple computations.
- Ability to exercise good judgement in prioritizing tasks.
- Able to communicate effectively.

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to walk, talk, hear, stoop, crawl, climb stairs and lift up to 50 lbs.
- Must be able to work indoors or outdoors and be able to evaluate and report on work.
- Have specific vision abilities, to include close vision, color vision and the ability to adjust focus.
- Use hands to finger, handle or feel objects, tools or controls, and to talk and hear.
- Occasionally the position requires the employee to work extended or irregular hours.
- Possess effective communication, judgmental, planning and human relations skills and will be required to work under periods of stress due to the level of the position responsibility.

Terms of Employment:

- 12 months, 261 days

- Salary and benefits as described in the Central Bucks School District Act 93 Compensation Program.

I certify that I have read and understand the essential duties and requirements of my position description.

Employee signature_____ Date _____

Supervisor signature_____ Date _____

The information contained in this position description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.