

**Tupelo Public School District**

	<b>FLSA STATUS:</b> Exempt
<b>JOB TITLE:</b>	Director of Security
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. Administrative experience required</li> <li>2. Demonstrated competence for assigned responsibilities</li> <li>3. Valid Mississippi driver’s license</li> <li>4. Such alternatives to the above qualifications as the Board or superintendent may find appropriate and acceptable</li> </ol>
<b>REPORTS TO:</b>	<del>Assistant Superintendent or designee</del> <b>Executive Director of O &amp; M</b>
<b>JOB GOAL:</b>	To serve the educational process by protecting students and staff members from harm and school-owned property from loss or damage caused by antisocial acts.

**PERFORMANCE RESPONSIBILITIES:**

1. Advises the assistant superintendent on all security matters.
2. Prepares drafts of security plans for approval.
3. Prepares and administers the security department budget.
4. Evaluates the district’s security program on a continuing basis and recommends changes as necessary.
5. Consults with building principals and lead custodians on methods of increasing security in and about the premises of each school.
6. Supervises and coordinates security at all school related activities as directed.
7. Works closely with building principals in the coordination of security programs.
8. Establishes and administers rules and procedures regarding availability and custody of all keys to district facilities.
9. Establishes and supervises appropriate procedures for locking and checking each district facility during hours when it is not in use.
10. Establishes routines for regularly checking district facilities during time when the facilities are not in use.
11. Supervises facilities and procedures for the storage of funds and records in each district building.
12. Works with purchasing officers to acquire security equipment that is appropriate to the needs of the schools.
13. Performs other duties as assigned by the supervisor.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand, walk, talk and hear. In addition to sitting, the employee must frequently squat, stoop, and kneel. The employee continuously uses hands to grasp items during the day.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.

Approved By:		Date:	
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