

# Memo



**To:** Board of Education  
**From:** Dr. Karla Guseman  
**Date:** March 12, 2020  
**Re:** 2020-2021 Staffing

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We are requesting the approval of the recommendations within the 2020-2021 Staffing presentation. The Job Description for the recommended Director of Safety and Security is attached.

If you have any questions, please contact me.

Thank you

# Joliet Township High School

**POSITION TITLE:** Director of Safety and Security

**QUALIFICATIONS** Minimum of five years previous experience and/or training involving law enforcement and/or institutional, safety and security

**REPORTS TO:** Assistant Superintendent for Business Services

**JOB GOAL:** This position is responsible for ensuring the safety of students and staff and visitors by planning, implementing and evaluating safety procedures on a continuous basis. This position serves as the district contact with emergency and law enforcement agencies including police liaison officers.

## **PERFORMANCE RESPONSIBILITIES:**

### LEADERSHIP

- Understand, support and provide leadership in implementation of the District Strategic Plan, District Improvement Plan and School Improvement Plan(s).
- Ability to exercise strict confidence in handling sensitive information.
- Ability to manage critical incidents successfully.
- Excellent communications skills, both written and verbal including the ability to effectively communicate during crisis situations
- Demonstrate collaborative leadership.
- Demonstrate integrity, ethical behavior, sound judgment and organizational ability.
- Proficient in the use of word processing, excel, databases, e-mail, internet, or managing security systems.
- Demonstrate strong assessment, analytical and diagnostic skills.
- Maintain high expectations for students and staff.
- Implement and adhere to district policies and procedures, rules, regulations and directives.
- Provide clear and consistent direction to staff on a continuing basis.
- Provide assistance to parents, staff and students.
- Introduce, promote, and develop constructive ideas.
- Attend, participate and provide leadership in community, district and/or school activities and on committees.
- Lead the District-level School Violence Prevention Team to develop a district-level Targeted School Violence Prevention Plan and oversee the District's Building-level Threat Assessment Teams (*Policy 4:190*).
- Serve as member for safety meetings with school personnel including principals, deans, and police officials.

- Serves as a member of the buildings Threat Assessment Teams.
- Assists in the development and implementation of security plans of special events involving the school facilities.
- Serve as a resource to building and district personnel and as a liaison to various community partners for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing, and evaluating of services related to assigned role.
- Excellent interpersonal skill in working with many levels and diverse publics inside and outside the district.
- Serve as liaison to community groups and organizations to enhance safety and security for students and staff.

### STAFF/PROGRAM RESEARCH, PLANNING, SUPERVISION AND EVALUATION

- Serve as a role model for all students and staff and create an environment that is conducive to providing students an enhanced and engaged learning opportunity.
- Maintain a safe and effective educational environment.
- Coordinates school safety plans, crisis management plans for all schools for the purpose of managing district activities in relation to the provisions of assigned programs.
- Serve as the district contact with emergency and law enforcement agencies including police liaison officers.
- Coordinates with site-based administrators, directors and supervisors to address and correct safety/security issues.
- Participates in the development and maintenance of a District and building level Crisis Management Plan.
- Responsible for hiring and training district employed security personnel in all areas, including proactive measures that support the learning environment and student well-being and safety.
- Conducts weekly security meetings with security personnel.
- Coordinate personnel for all school events and extra-curricular activities.
- Evaluate and make appropriate recommendations regarding assignment and the continued employment of staff.
- Resolve staff interpersonal conflicts in accordance with district policy and in a manner designed to foster cooperation among staff members.
- Assist the Building Principals and Assistant Superintendent for Business Services in the planning and implementation safety and security procedures to ensure the safety of students, staff and visitors.
- Gather and disseminate information relating to safety and security planning.
- Develop, coordinate, and/or assist with special grants/projects, state or federal, related to safety and security.
- Establish an evaluation schedule for security personnel and work collaboratively with building administrators and supervisors to supervise and evaluate security personnel.

## INSTRUCTION

- Maintain a culture of high expectations.

## PROFESSIONAL DEVELOPMENT

- Plan, implement and evaluate professional development and training in accordance with the District Strategic Plan, District Improvement Plan and School Improvement Plan.
- Coordinates staff development for school safety with Instructional Department and school administrative staff for the purpose of promoting integration of safety/risk management topics across the curriculum.
- Develops adequate and relevant in-service training programs for security and school personnel which supports policy enforcement, fire safety, and accident prevention in the public-school environment and supports other relevant in-services and training programs.
- Provide for and encourage opportunities for security staff to participate in relevant clinics, workshops, state and regional conferences.

## PROFESSIONAL GROWTH

- Acquire and share professional knowledge by participation in professional organizations and attendance at conferences and workshops.
- Continue to learn and implement the current research-based safety and security innovations.
- Demonstrate the ability to self-evaluate in terms of leadership, performance and professional growth.

## POLICIES AND PROCEDURES

- Evaluate, interpret, implement, and make recommendations regarding policies and procedures.
- Demonstrate knowledge of federal and state laws and regulations and accreditation standards related to safety, and security and environmental issues.
- Implement and adhere to district policies and procedures, rules, regulations, and directives.

## RECORDS AND REPORTS

- Demonstrate fiscal responsibility and prepare the necessary reports that are required in the management of budgets and grants as assigned.
- Monitor and maintain security personnel payroll.
- Prepare and submit reports regarding safety and security. Including, but not limited to the following:
  - Responsible for coordination and reporting of school drills for safety, fire, and other emergencies.

- Daily audit of the networked security surveillance cameras located throughout the District facilities to verify that all assets are current and operational.
- Conducts school safety audits, sends reports to principals and verifies correction of deficiencies.
- Prepares memos, reports, drawings etc. related to safety and traffic issues on school campuses and forward those to appropriate administrators, directors and supervisors.
- Prepares documentation for the purpose of providing written support and/or conveying information related to crisis/emergency situations, safety (i.e. annual board report on school safety) and risk management.
- Conduct and prepare documentation for any required local, state and/or federal school district safety reporting requirements.
- Upon request, attend board meetings and prepare reports for the board.
- Coordinate newsworthy items and releases of information with the Director of Community and Alumni Relations.

**OTHER**

- Assume other responsibilities as assigned.

**TERMS OF EMPLOYMENT:** 12 Months

**EVALUATION:** Performance to be evaluated annually in accordance with Board and Administrative Policies.

**SALARY:** Salary commensurate with experience.