

**LAFAYETTE SCHOOL CORPORATION**  
**Safety and Security Director**

**POSITION TITLE:** Safety and Security Director

**PRIMARY FUNCTION:**

The Director of Safety and Security is responsible for developing, implementing, and overseeing all safety and security programs to ensure the well-being of students, staff, and visitors. This role involves creating security procedures, managing emergency preparedness plans, coordinating with law enforcement agencies, and ensuring compliance with state and federal safety regulations. In addition, this role is responsible for leading district efforts in the LSC Strategic Plan Objective #2-Safe and Healthy Environment.

**REPORTS TO:**

The Safety and Security Director reports to the Director of Human Resources

**QUALIFICATIONS:**

- Retired Tier I Police Officer from an accredited law enforcement agency
- Handgun qualified through a certified law enforcement agency
- IDOE School Safety Specialist Certification or ability to attain by Fall of 2025
- Strong knowledge of school safety laws, emergency response planning, and security technology
- Excellent leadership, problem-solving, and communication skills
- Ability to work effectively with school administrators, law enforcement, and the community

**SKILLS & ABILITIES:**

**Security & Safety Expertise**

- Ability to apply a school-based approach to security
- Knowledge of school security policies, procedures, and best practices
- Familiarity with emergency response planning and crisis management
- Understanding of local, state, and federal laws regarding school security
- Ability to conduct threat assessments and risk analysis

**Leadership & Management**

- Ability to work independently with minimal supervision, demonstrate leadership and supervisory skills, and be able to work in a team environment
- Experience in supervising security personnel and coordinating with law enforcement
- Ability to develop and implement security policies and procedures
- Crisis decision-making and incident command experience
- Budgeting and resource management for security-related initiatives

**Emergency Response & Crisis Management**

- Proficiency in active shooter response and lockdown procedures
- Coordination with first responders, emergency services, and law enforcement
- Knowledge of fire drills, evacuation plans, and emergency communication systems

## **Communication & Collaboration**

- Ability to communicate security protocols effectively to students, staff, and parents
- Strong collaboration skills with school administrators, teachers, and local authorities
- Experience in handling sensitive situations with professionalism and discretion
- Ability to develop and maintain positive working relationships with students, staff, guests, and the Lafayette community to create a safe learning environment

## **Technology & Security Systems**

- Understanding of surveillance systems, access control, and alarm systems
- Familiarity with cybersecurity measures to protect school networks and data
- Proficiency in using security reporting and monitoring software

## **Conflict Resolution & De-escalation**

- Training in conflict resolution and de-escalation techniques
- Ability to manage behavioral incidents involving students and staff
- Experience in handling mental health crises in coordination with counselors

## **Training & Policy Development**

- Ability to train school personnel and students on safety procedures
- Development of security procedures, including visitor management and anti-bullying measures
- Experience conducting safety drills and tabletop exercises

## **PERFORMANCE RESPONSIBILITIES:**

### **Safety and Security Management**

- Chair the Safety Task Force and coordinate overall district security efforts and emergency preparedness plans
- Advise senior leaders on district-level safety and security policies
- Develop, implement, and update security procedures, and protocols
- Oversee school security personnel and ensure proper training and certification
- Conduct risk assessments and security audits of school facilities
- Monitor and evaluate security technologies, such as surveillance cameras and access control systems
- Ensure compliance with local, state, and federal safety regulations
- Serve as a liaison between LSC and Law Enforcement
- Serve as a liaison between LSC and School Resource Officers
- Schedule Event Security

### **Emergency Preparedness and Response**

- Work in tandem with the Superintendent to lead crisis management efforts
- Ability to respond to emergencies at any time
- Develop, maintain and communicate emergency response plans, including fire drills, lockdown procedures, and evacuation protocols in coordination with district and building administration
- Train staff and students on emergency preparedness and response strategies

- Serve as the primary liaison between the school and local law enforcement, fire departments, and emergency management agencies
- Lead regular safety drills

#### **Incident Management and Reporting**

- Investigate security breaches, threats, or incidents and provide detailed reports
- Maintain records of safety incidents and develop strategies for prevention
- Collaborate with school administrators to address safety concerns

#### **Training**

- Conduct safety and security training sessions for staff, teachers, and students
- Work with school counselors and administrators to create a safe and supportive learning environment
- Provide and coordinate annual security training for Security Team
- Ensure that entire security team is IDOE School Safety Certified