



## ATTENDANCE, SAFETY, AND SECURITY DIRECTOR

### Purpose Statement

The job of the Safety and Security Director was established for the purpose/s of assisting in the oversight of District attendance, safety and security services; development and leading the implementation of the WCS Progressive Truancy Intervention Program; maintaining a safe and secure environment for students, employees and visitors by developing and enforcing safety policies, access control procedures, accident prevention efforts, supporting risk management efforts, fire safety, emergency management, asset protection and traffic programs and the delegation of tasks as necessary.

This job reports to the Deputy Director of Schools.

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### Essential Functions

- Responsible for regulating and communicating security policies and procedures by studying organizational operations and schedules, the establishment of internal controls, conducting inspections as appropriate, reporting potential hazards to appropriate departments, creating and updating School Board policies and Standard Operating Procedures, safety and security manuals, and coordinating and conducting training sessions for staff, parents and students.
- Responsible for the development, implementation and monitoring of the WCS Progressive Truancy Intervention Program designed to track and report attendance practices and providing professional intervention to develop healthy relationships between the District and community members specifically designed to minimize attendance concerns.
- Communicates with the Safety and Attendance and Security Officers to ensure effective coordination with administration, school SRO, local government planners, first responders and other entities as necessary to ensure effective implementation of the Districts policies and objectives.
- In charge of the scheduling and leading of staff meetings designed to review reported data, develop strategic planning, communicate changes and/ or concerns, or fulfill any additional agenda items needed to continue the advancement of attendance, safety and security efficacy within the District.
- Participates in truancy hearings or other judicial proceedings to present factual supporting documentation and/or findings of chronically absent students.
- Responsible for the design and recommendation of changes to the WCS Progressive Truancy Intervention Program and Security and Safety protocol procedures based on annual inspection report findings to the Deputy Director of Schools and other supporting staff ensuring advancement of the programs.
- Communicates with staff to ensure cooperation with County Risk Management and personnel working with the National Incident Management System and provides training, as needed, to support accuracy and objectives.
- Coordinates SAVE Act planning.
- Communicates Works with Finance, Facilities, and Maintenance departments to meet operational needs, complete capital improvement projects, and schedule expenditures within a designated budget.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the District.



**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math functions; read a variety of manuals, write documents following prescribed formats, present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.

ABILITY is required to schedule activities and work with a wide diversity of individuals; gather and/or collate data, use basic math and job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

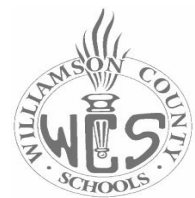
**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, and 50% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

**EXPERIENCE:** Professional work experience in at least one of these primary fields:  
law enforcement, security, risk management, fire service, or emergency management.

**EDUCATION:** Minimum of a Bachelor's Degree required.

**EQUIVALENCY:** None Specified



**REQUIRED TESTING:**  
None Specified

**CERTIFICATES & LICENSES:**  
None Specified

**FLSA STATUS:**  
Exempt

**CONTINUING EDUCATION / TRAINING:**  
None Specified

**CLEARANCES:**  
Criminal Justice Fingerprint/Background Clearance

**SALARY GRADE:**  
Professional

*Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*