

**Vail Unified School District  
Job Description**

**Job Title: District Safety Director**

**Department:** Facilities and Maintenance

**Reports To:** Director of Facilities and Transportation

**Level:** 24, Classified Pay Guide

**FLSA Status:** Exempt

**Approved Date:** May 15, 2018

**SUMMARY:** The District Safety Director plans, coordinates, and directs activities related to emergency response, crisis management protocols, and safety procedures to ensure the safety and security of students, staff, and visitors to district facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Implements and maintains the district's security, emergency response and emergency preparedness programs.
- Acts as liaison between the district and surrounding businesses, neighborhoods, law enforcement, fire departments, and outside agencies regarding the security and safety of students and district sites.
- Performs periodic and random security inspections consisting of patrolling roads, buildings, and grounds to provide protection against vandalism, burglary, arson, trespass, and theft.
- Investigates all district injuries and accidents involving students, staff, and community members. Makes recommendations for improvement and/or job repair, and ensures appropriate changes are implemented.
- Assesses and develops safety procedures and emergency plans at each site (lock-downs, fire drills, bus evacuations, active shooter scenario).
- Develops materials and provides training and simulations for all staff on areas such as emergency preparedness, crisis management protocols, and other security and safety subjects.
- Develops and coordinates annual assessments and training exercises with law enforcement agencies, fire departments, and school administrators.
- Conducts annual facility threat assessments to assure National Incident Management System (NIMS) compliance.
- Develops and serves on the district emergency response team and attends meetings and conferences in order to stay updated on current laws and regulations, methods, and techniques.

- Interacts with outside emergency management agencies including Pima County Office of Emergency Management & AZ Department of Education School Safety & Prevention.
- Ensures compliance with OSHA, FEMA, ADOSH, DOT, and other Federal, State, and local safety and emergency management regulatory agencies.
- Develops and broadcasts safety messages district-wide as appropriate. Ensures maintenance of site communications networks.
- Obtains permits for school district events and activities.
- Performs other duties as required.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required.

### **EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree from an accredited educational institution in a related field.
- Minimum ten years working in public safety, law enforcement, or fire safety.
- Or an equivalent combination of relevant education, training, and/or experience as approved by the Director of Facilities and Transportation.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must maintain First Aid and CPR certifications, and Arizona fingerprint clearance card. Proof of valid Arizona driver's license and current automobile insurance are required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge in the areas of Federal, state, and local emergency response protocols and methods; National Incident Management System (NIMS) and experience working with the Incident Command System (ICS).
- Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the community.
- Ability to effectively present information to administration, the governing board, district staff, and members of the community.
- Identifies and resolves problems in a timely manner; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; and makes timely decisions. Understands business implications of decisions; displays orientation to fiscal responsibility.

- Professional demeanor with strong ethical standards and ability to adapt to change.
- Proven ability to work on multiple projects simultaneously both as a team member and individually.
- Ability to work effectively with others of diverse backgrounds and various education levels and to establish and maintain effective working relationships as necessitated by work assignments.

### **LANGUAGE SKILLS**

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, students, parents, community members, Governing Board, and the general public.

### **CUSTOMER SERVICE SKILLS**

Ability to manage difficult or emotional situations. Responds promptly to district, staff, and student needs; solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

### **ETHICS, JUDGEMENT, PROFESSIONALISM**

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to make arithmetical calculations quickly and accurately and identify and correct errors in arithmetical calculations made by others. Ability to draw and interpret graphs.

### **REASONING ABILITY**

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to walk; reach with hands and arms and talk or hear. The employee is frequently required to stand; sit; use hands to finger, handle, or feel; climb or balance; stoop kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Must be physically able to safely operate a motor vehicle.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to extreme heat, extreme cold, windy, and wet and/or humid conditions. The employee may be exposed to hazards, including proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals, fumes, odors, dusts, mists, gasses, or poor ventilation. The noise level in the work environment is usually moderate but may sometimes be loud.

### **TRAVEL**

This position requires the employee to be able to travel efficiently between school sites and the district office. Travel is occasional in the local area with infrequent trips within the state.