



Loudoun County

PUBLIC SCHOOLS

Director, Safety & Security

IRC4409

Pay Scale: Professional & Administrators

Level: 6

FLSA status: Exempt

Months/Days/Hours: 12 months, 248 days, 8 hours per day

Reports to: Assistant Superintendent, Support Services

Location: Administrative Building

Department Overview

The Department of Support Services comprises the divisions that oversee Construction Services, Facilities Services, the Office of Support Services, Planning Services, School Nutrition Services, Safety and Security Services and Transportation Services. The Department supports the instructional program by providing quality, safe, comfortable, well-maintained educational facilities and grounds; safe student transportation; high quality, nutritious foods that students enjoy and are affordable. All aspects of the school system – physical plant, furnishings in the classrooms, materials utilized in maintaining our facilities, the nutritious meals served are provided with the desire to be most efficient and effective. As effective stewards of the public trust, we pride ourselves on our sustainability and energy conservation efforts as part of our culture in Loudoun County Public Schools creating a “Climate for Success.”

Position Overview

The Director of Safety and Security provides leadership for the total operation of the Safety and Security Services program. The Director develops and implements proposed initiatives to further improve school safety and security in a changing environment. Plans, organizes, and administers direction for the Division of Safety and Security Services in a large, growing, and diverse county. The Director will be responsible for all division-wide safety and security guidance, establish operational procedures, training, and preparedness to enhance the safety and security of all LCPS students, staff, and facilities. The Director develops, analyzes, and reviews the appropriated budget. Provides information to and serves as a resource for district administrators. Leads a team of diverse safety and security professionals to ensure practices, procedures, infrastructure, and communication capabilities are current and effective in today’s diverse and dynamic school campus environment.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Develops annual goals, strategies, and objectives for the Division of Safety and Security.
- Leads and oversees the continuous improvement, innovation, and enhancement of school safety and security in a rapidly evolving environment.
- Builds and maintains relationships and partnerships with key intergovernmental stakeholders, including law enforcement organizations, as well as the community at large, advancing the district’s professional image.

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- Develops and administers budget and staffing model based on industry best practices for schools to ensure optimal effectiveness.
- Reviews and recommends revisions of School Board policies and budget initiatives affecting school safety and security.
- Plans, coordinates, and provides 24/7 management of response and operations of the Division of Safety and Security.
- Develops policies and procedures for the department in consultation with the Assistant Superintendent of Support Services to ensure efficient and economical operations; evaluates results of policy implementation to ensure compliance to and identify deficiencies.
- Coordinates completion and compliance with state mandates around surveys and safety audits, including the management of the Superintendent's Safety Audit Committee to accomplish all state mandates and audits.
- Researches and explores the feasibility of implementing new methods, technologies, or programs to increase the efficiency, effectiveness, and accountability of departmental operations.
- Coordinates the LCPS District-Wide Emergency Response Team in order to support and respond to an emergency incident.
- Coordinates with the Transportation Director in the operation of a full-time (24/7/365) dispatch center.
- Collaborates and advises the Department of Instruction and Director of School Administration on all matters related to school-based safety and security events/incidents.
- Serves as the law enforcement liaison in all matters. Establishes and maintains critical relationships with ranking offices, as well as public information officers.
- Collaborates and advises the LCPS Public Information Office on all matters of safety and security communication division-wide.
- Represents LCPS in federal, state, and local coordinating councils (council of government, law enforcement).
- Acts as the designated emergency manager for the state, ensuring coordinated training and response to emergencies.
- Meets regularly with peers from Region IV to discuss relevant school safety issues.
- Works with the central office and school administrators on school safety and security issues.
- Provides leadership and structure for the Principals Safety Task Force.
- Provides Incident Command System training and first responder coordination for emergencies.
- Oversees the preparation and implementation of the budget for the Division of Safety and Security.
- Provides briefings to senior staff and other appropriate staff on practice recommendations, events, and incidents that impact LCPS.
- Maintains and distributes up-to-date information from the Virginia Sex Offender Registry.
- Manages a diverse team with expertise in sensitive security technology and communications engineering, as well as security patrol operations involving a law enforcement liaison.
- Coordinates multi-department emergency communications workgroup to provide an efficient and comprehensive district-wide radio communications system.
- Oversee the installation and maintenance of all security-related equipment in all school district facilities.
- Assists the Office of the Superintendent in the coordination of all materials in civil tort actions as it pertains to video surveillance and evidence retention.
- Provides essential personnel to respond to, advise, and provide resources for incidents involving schools, students, and staff.

Qualifications

Below are the qualifications for this position:

- Holds a Bachelor's Degree from an accredited college or university in a related major.

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- Ten years of progressive management experience associated with safety and security, with two years of director-level experience is highly desirable.
- Has significant education and/or experience in emergency management.
- Possesses a strong working knowledge of local, state, and federal laws, regulations, and best practices related to school safety and security programs and emergency management.
- Maintains knowledge of security, camera, and DVR equipment technology.
- Has knowledge of and a background in radio communications and related infrastructure.
- Has demonstrated expertise in managing court documents, subpoenas, and search warrants.

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing, or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Virginia Nondiscrimination Disclosure

The Loudoun County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. Loudoun County Public Schools (LCPS) does not discriminate based on race, color, national origin, religion, sex, pregnancy, childbirth or related medical conditions, disability, or veteran status, in employment or in its programs and activities. LCPS provides equal access to the Boy Scouts and other designated youth groups.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

Application Procedures: To be considered for the vacancy, please complete ALL sections of the application. A resume will not be accepted in lieu of a completed application.

1. Go to www.lcps.org, and click 'APPLY ONLINE EMPLOYMENT' on the left side of the screen
2. Follow the instructions for creating an account or sign-in if you have an existing account
3. Search for the posting number listed above and select 'Apply Now'
4. Be sure to also upload the following documents
 - a. Three (3) current professional references (Name, phone number, email address). At least one reference should be a current supervisor or most recent supervisor.
 - b. Resume
 - c. Letter of Interest