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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry St
Gary, IN 46406

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Paige McNulty, Emergency Manager

POSITION: Co-Director of Security

SALARY: To Be Determined

REPORTS TO: Emergency Manager

Works with the Director of Security to plan, direct and oversee the implementation of comprehensive security systems for the protection of Gary community School Corporation employees, students, parents and visitors. Directs personnel involved in establishing, promoting and maintaining security and property and investigates various crimes and/or anti-social acts.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Under the direction of the Emergency Manager assists and advises employees of the school corporation on security matters.
- Confers with the Director of Security to formulate policies, determines need for programs and coordinates programs with instructional and/or extra-curricular activities.
- Establishes operational procedures for activities such as building drills, traffic control, guarding and patrolling physical property.
- Confers with representatives of local government/sheriffs department to ensure cooperation and coordination of law enforcement agencies.
- Inspects premises to determine security needs.
- Evaluates and monitors the district's security program on a continuing basis and recommends changes as necessary.
- Works closely with building principals in the coordination of security programs.
- Investigates crimes committed against the School Corporation such as fraud, robbery, and arson.
- Plans and directs security and safety personnel.
- Supervises the investigation by school security employees of all matters pertaining to community complaints, misconduct and criminal acts committed on, around or near school property.
- Analyzes compiled data and plans and directs installation of electronic security systems such as closed circuit surveillance, entry controls, burglar alarms,

ultrasonic motion detectors, electric eyes and outdoor perimeter and microwave alarms.

- Recruits and trains security personnel, coordinates and supervises their work, and evaluates their performance.
- Directs installation and checks operation of cameras and electronic security equipment.
- Provides assistance and direction on safety plans and all matters concerning the creation, implementation and maintenance of building security system.
- Administers the preventive and corrective maintenance contracts for the intrusion/fire system.
- Administers the Crossing Guard Program.
- Develops guidelines for security personnel in the form of job descriptions and a security manual.
- Consults with building principals and head custodians on methods of increasing security in and about the premises of each school.
- Prepares and administers the department's budget must have knowledge in grant writing.
- Makes recommendations for the timely, systematic replacement of vehicles and equipment assigned to the department.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

SUPERVISORY RESPONSIBILITIES

Police and civilian officers

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Standard security practices and techniques.
- Fire prevention and combating techniques.

Skill in:

- Dealing with youth and staff personnel.
- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Enforce school regulations, conduct investigations and prepare reports.
- Recruit and train security personnel, coordinate and supervise their work, and evaluate their performance.

EDUCATION AND EXPERIENCE

University training in criminal justice or related field, experience in law enforcement, security work and public services; or any equivalent combination of training experience. Experience working in a school setting is preferred. Must have police powers in accordance with state statutes. Demonstrated human relation’s skills in dealing with youth and staff personnel.

CERTIFICATION

None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Testing

- Drug Test

Certificates & Licenses

- See Above

Continuing Educ./Training

- See Above

Clearances

- Background Clearance

Required Testing

- Drug Test

Certificates & Licenses

- Background

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:

Gary Community School Corporation

www.garycsc.k12.in.us

Click on "Employment"

900 Gerry Street

Gary, IN 46406

EQUAL OPPORTUNITY EMPLOYER