



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Assistant Director of Safety**
Job Family: **Certified Administrative**
Prepared/Revised Date: **February 7, 2025**

FLSA Status: **Exempt**
Pay Range: **A/P Schedule, Grade M**
Job Code: **34241**

SUMMARY: Responsible for managing and coordinating student safety operations to provide a safe and secure learning environment for students, staff members, and visitors under the direction of the Director of Student Safety and Emergency Management. Oversee the management of districtwide training for behavioral threat assessment, compliance and support for PSD's threat assessment policies and processes. Manage and provide oversight for Behavioral Threat Assessment and Response Plan Coaches. Develop and maintain positive working relationships with District administrators, personnel, law enforcement agencies, criminal justice authorities, and other district partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Manage, provide guidance and support for the development and deployment of behavioral threat assessment and student safety response management processes at individual sites, driven by data-based problem-solving and decision-making practices.
2. Collaborate with school and district teams supporting Tier 2 and Tier 3 systems, focused on behavioral threat and targeted violence procedures, safety and response planning, and community wraparound collaboration.
3. Collaborate with district leadership, Learning Services departments and law enforcement regarding targeted violence and behavioral threat concerns utilizing a prevention based framework.
4. Manage, guide and support the consultation and direct support to building administrators and principals as well as district leadership on student safety issues withing a layered continuum of support as it relates to student safety practices, supports, and interventions.
5. Manage, oversee, develop and facilitate in collaboration with Safety team, districtwide training for behavioral threat assessment, compliance, and support for PSD's threat assessment policy.
6. Coordinate and manage continuous improvement monitoring processes alongside ongoing review of data to inform adjustments in practices.
7. Manage and oversee team members and resources to support collaboration and planning with community partners related to student safety needs and trends.
8. Manage and oversee ongoing professional development opportunities in student safety and security through local, state, national, and international professional organizations. to remain current in safety and practices.



9. Manage and oversee the collaborative partnership with the district-level IT and security departments to update student safety portal software, investigate student safety-related computer and social media concerns, and stay current on trends within the digital world.
10. Demonstrate a commitment to:
 - a. Provide a culturally responsive, trauma-informed, and equity-based approach for safe learning environments
 - b. Include and engage families in the student's education
 - c. Support all Poudre School District policies, procedures, and expectations
 - d. Provide personal and professional excellence
11. Ongoing oversight and development of districtwide procedures, driven by PSD policy in alignment with General Counsel and board approvals.
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's Degree in School Social Work, School Counseling, School Psychology, or Education
- Minimum of five (5) years of school district experience
- Equivalent combination of education and experience may be considered

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Colorado Teacher or Special Service Provider license required

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Excellent project organization and management skills
- Budget development and fiscal management skills
- Ability to be a part of and work with a team
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence



- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Student Safety and Emergency Management	
Direct reports:	Behavioral Threat Assessment & Response Plan Coach	2
	Student Safety Specialist	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	