



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

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

FLSA Status: **Exempt**  
Pay Range: **A/P Schedule-Grade M**  
Job Code: **34240**

**SUMMARY:** Responsible for providing safe and secure learning and working environments for all Poudre School District students and staff. Work with public service agencies as an advisor and liaison to ensure continuity of emergency preparedness planning and training, including daily operations, athletics, and special events. Coordinate integrated team-based security assessments providing written reports of findings and ensuring compliance with recommendations and directives. Responsible for coordinating and conducting security and crisis response-related training for district staff and students. Responsible for leading technical security operations.

**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. Support district-wide security operations and assist school administrators with ensuring school emergency preparedness to provide a safe and secure learning environment. Assist with the district-wide threat assessment process, evaluation of student safety plans, organization of disaster exercises, and readiness of district emergency teams.
2. Supervise, train, and evaluate security staff.
3. Work with Campus Security Officer/Lead to develop security plans for daily operations, athletics, and special events.
4. Work with Transportation and site administration to provide input on traffic/pedestrian site evaluations including, safe bike and pedestrian crossings, traffic safety mitigation, and staffing recommendations.
5. Assist Campus Security Officer/Lead with coordination of law enforcement agencies regarding criminal activities, investigations and arrest reports, and district alerts.
6. Create and maintain training programs and records for district staff and community members regarding safety, security, and crisis response.
7. Research and track local, state, and national trends and statistics related to security issues.
8. Develop and provide training to maintain the District's Crisis Response Team emergency response readiness.
9. Coordinate integrated team-based building security assessments and provide written reports of findings and recommendations.
10. Coordinate incident command with police, fire, or federal emergency responders. Lead District Crisis Response Team's response to emergency situations.



11. Collaborate with other agencies through networking and teamwork using resources within the District, the Community and Law Enforcement, Federal Emergency Management Agency (FEMA), Red Cross and the Office of Emergency Management. Gather intelligence information and disseminate it to Safety and Security personnel and District employees.
12. On call 24/7 to respond to PSD schools/sites/events as the official District emergency officer in a marked PSD vehicle. Provides emergency incident response and crisis management to ensure the safety of staff, students, community, and District property. Establish incident command as needed in an appropriate location.
13. Perform other duties as assigned.

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in law enforcement, security, emergency planning, social sciences, criminology, or related field
- Minimum of five (5) years of experience in law enforcement, security, or emergency management
- Experience with a school environment and school-aged children preferred
- Equivalent combination of education and experience acceptable

#### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid US driver's license
- Must meet District driver insurability requirements
  - An official PSD take-home vehicle is provided and designated for use to commute to incidents that represent a safety incident involving PSD: employees, students, community, and/or to assess or prevent damage to or security of PSD's property. PSD vehicles are prohibited for personal use outside the District's jurisdiction. Any personal use of a PSD vehicle within District jurisdiction may not be used for more than a de minimis amount.
- Complete required training including FEMA IS-100 (Introduction to Incident Command for Schools) and FEMA IS-700 (Introduction to the National Incident Management System) within three (3) months of hire
- Incident command Systems and Response ICS 100, ICS 200 required within two (2) years of entering position
- National Incident Management System (NIMS) 100, 200, 300, 400, and 700 required within two (2) years of entering position

#### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting 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
- Knowledge of existing laws related to security and CCTV system usage
- Excellent project organization and 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:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Reports to:</b>	Director of Safety and Security Services	
<b>Direct reports:</b>	Campus Security Officer Lead	1
	Campus Security Officers	8

- 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](mailto: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			
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



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
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)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

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