



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Director of Student Safety & Emergency Management** FLSA Status: **Exempt**
Job Family: **Administrative** Pay Range: **A/P Schedule, Grade J**
Prepared/Revised Date: **February 7, 2025** Job Code: **10341**

SUMMARY: Responsible for managing, coordinating, and enhancing district-wide safety and security operations to provide a safe and secure learning and working environment for students, staff members, and visitors. Develop and maintain positive working relationships with District administrators, personnel, law enforcement agencies, and other criminal justice authorities. Provide strategic direction and leadership for the Poudre School District Safety and Security Department and its initiatives.

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. Provide leadership to the Safety and Security Department, including technical security operations and student-focused safety and threat assessment. Ensure the enforcement and compliance of all local, state, and federal laws and regulations pertaining to PK-12 security operations, training, and drills.
2. Interpret, maintain, and monitor compliance with Board policies, administrative rules and regulations, State and Federal mandates, and due process on matters of Student Services, including but not limited to, mandated child abuse reporting, drug, and suicide prevention, FERPA, crisis response, safety/threat assessments and sexual assault.
3. Provide direct coaching, consultation, and training to school principals and leadership teams on identifying, assessing, and managing student safety concerns, ensuring a standardized and legally compliant approach to threat assessment across all schools. Work closely with school leaders to develop site-specific safety plans, conduct after-action reviews following incidents, and provide ongoing guidance on best practices for maintaining a secure and supportive school environment.
4. Collect, assess, and report on trends related to behavioral threats, disciplinary incidents, and crisis responses, providing district leadership and school administrators with data-driven insights to improve student safety.
5. Coordinate district compliance and provide support and oversight for districtwide trainings around Behavioral Threat Assessment and Informed Supervision in collaboration with the Student Services department.
6. Collaborate, coordinate, and act as liaison with other district departments and the superintendent. Develop, mentor, and provide leadership for collaborative work teams to address all school safety and security related issues, communicating all necessary information to relevant district personnel.
7. Review, update, and provide training for the district's emergency management plans. Work closely with district leadership including school administrators, Curriculum, Language Culture & Equity, Risk Management, Information Technology, Integrated Services, Transportations, and Student Services departments to ensure safe learning environments.

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8. Oversee the management of department budgets, ensuring each budget is in compliance with district and state policies and regulations. Collaborate with the Chief Operations Officer regarding each budget.
9. Responsible for coordination of the district school resource officer program, to include hiring, contract negotiations, and evaluation.
10. On call 24/7 to respond to PSD schools/sites/events as the official District safety and security 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.
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.
12. Gather intelligence information and disseminate it to Safety and Security personnel and District employees.
13. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree from an accredited college or university in a related field - Four (4) additional years of similar or relevant experience may be substituted for this requirement
- Minimum of five years management and administration experience in operations management, preferably in an education setting
- Experience as a school principal or administrator with direct responsibility for student discipline, emergency response, and threat assessment strongly preferred
- Experience managing technical security operations and student safety in an educational setting strongly preferred, including experience with threat assessment and enforcement of student code of conduct/student discipline

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Colorado Administrator license or ability to acquire within 2 years of entering position
- 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.
- Completion of Behavioral Threat Assessment and Management (BTAM) training from an accredited program (e.g., CSTAG, NTAC, or WAVR-21) within six (6) months of hire.
- Completion of Crisis Prevention Intervention (CPI) or equivalent de-escalation training within one (1) year of hire



- 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 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
- 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: | Chief Finance Officer | |
| Direct reports: | Assistant Director of Security | 1 |
| | Assistant Director of Safety | 1 |
| | Office Manager | 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 | | |
| 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 | | | |
| 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 | |