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|  | **JOB TITLE** | DIRECTOR OF SCHOOL SAFETY |
| **REPORTS TO** | SUPERINTENDENT |
| **SALARY SCHEDULE/GRADE** | CLASSIFIED ADMIN, LEVEL IV |
| **CONTRACTED DAYS AND/OR HOURS** | 215 DAYS, 8 HOURS PER DAY |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7821 |
| **POSITION CLASSIFICATION** | CLASSIFIED (HAZARDOUS DUTY) |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Master’s Degree in Law Enforcement or Education Related Field. |
| Valid Kentucky Drivers License. |
| Current Police Officer Professional Standards (POPS) Certified. |

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| **POSITION SUMMARY** |
| Performs specialized law enforcement duties that provide safe schools. |
| Oversees the administration of school health services according to established policies and procedures. |
| Creates experiences that engage students socially, emotionally and physically; providing a foundation of CARE so students excel academically and socially. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Enforce Federal, State and Local criminal laws and ordinances. |
| Assist school officials with the enforcement of Local Board of Education policies and Administrative Regulations regarding school safety. |
| Communicate with community, staff, parents and students to exchange information, coordinate activities and resolve school safety issues or conflicts. |
| Act as a liaison to school and district leadership in investigating criminal law violations occurring on school and district property. |
| Prepare and complete accurate and thorough reports of crimes, and other incidents as necessary. |
| Assist school officials with the enforcement of Local Board of Education policies and Administrative Regulations regarding school safety. |
| Assist in the development and coordination of district wide risk and threat assessment protocols. |
| Prepare active fire suppression and prevention techniques. |
| Partner in the development and implementation of district and school emergency response plans, which include crisis response and recovery plans that align with community crisis response plans (first responders). |
| Attend and conduct parent conferences regarding school safety or code of conduct violations as needed. |
| Partner with school and district leadership to build psychologically safe buildings and classrooms through fostering positive, healthy school climates. |
| Implement activities and programs that promote integrity and interpersonal skills, engagement with community, build character, and educate the whole child. |
| Partner in the development of a district wide implementation of restorative practices. |
| Demonstrate punctuality and regular attendance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| The ability to connect and partner closely with the Nelson County community. |
| The ability to build relationships, unite people, and innovate together to leverage resources for students. |
| The ability to strategically plan in collaboration with others towards the NCS District Mission. |
| Demonstrate a commitment to professional growth. |
| Effective verbal and written communication skills. |
| Interpersonal skills: patience, courtesy, and CARE. |

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| **PHYSICAL DEMANDS** |
| Wide range of physical movement. Full mobility |
| Use of speech, vision, hearing. |
| Use of hands for simple grasping and fine manipulations. |
| Sitting or standing for extended periods of time. |
| Bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. |
| Indoor and outdoor activity. |