

**Hernando County School Board**  
**Florida**

FLSA: Exempt, Non-Union

<b>ASSISTANT DIRECTOR OF SAFE SCHOOLS</b>
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**Required Qualifications:**

- Bachelor's Degree
- Minimum of three (3) years of experience in a school setting and a significant level of responsibility in school safety/security
- Experience in at least one of the following fields: school administration, school security, or law enforcement
- Knowledge of safety/security and emergency management protocols, response and recovery operations and Florida Statutes pertaining to such
- Ability to be physically and mentally prepared to respond in an emergency or potentially dangerous situation
- Ability to establish and maintain collaborative working relationships with school administration, staff, law enforcement and other outside agencies
- Excellent written and verbal communication skills demonstrating tact and diplomacy
- Must possess a valid Florida driver's license

**Desired Qualifications:**

- Master's Degree
- Successful experience in a leadership position in an educational setting
- Awareness of Crime Prevention Through Environment Design and how it applies to educational facilities
- Knowledge of computers, word processors, spreadsheets and databases

**Performance Responsibilities:**

- Assist administrators with FSSAT submissions in accordance with Florida Statute and submit information into the assessment tool as required
- Assist in the supervision and direction of School Safety Guardians
- Participate in drills & drill calendar
- Assist in planning of annual safety summit
- Develop and provide professional development as needed
- Ensure compliance with statute and policy in regards to required staff training
- Coordinate detail requests
- Supervise staff who provide and manage fingerprint services for the district
- Legal/policy updates
- Communicate with school administrators, parents, district officials, community members, and others regarding security related concerns and issues
- Respond to emergency situations and take appropriate action in accordance with established

guidelines

- Ensure compliance with all Florida Statutes and Florida Department of Education requirements relating to school safety
- This position requires 24-hour call back in cases of emergency and supervisory presence, when required, seven days a week
- Perform other duties as assigned by the Director of Safe Schools and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Safe Schools and/or designee for day-to-day operations and the Superintendent of Schools during emergency situations, as required

**Evaluation:**

Annual evaluation done by the Director of Safe Schools and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Administrative

**Job Code:**

72006

Board Approved:

Revised: