

FRAMINGHAM PUBLIC SCHOOLS

Department of Finance & Operations

TITLE:

Director of Safety and Security

POSITION SUMMARY:

The Director of Safety and Security's primary goal is to provide a safe, secure, disruptive-free learning environment for all who work at, attend or visit the Framingham Public Schools. The primary role of the Director of Safety and Security is to support students and staff with any safety-related issues, concerns, or problems, from providing directions. The Director provides a highly visible, professional, competent, and courteous service by distributing information and assistance to the school community in order to sustain the integrity of Framingham Public Schools rules and regulations through necessary and appropriate enforcement actions. This allows the Director to establish and maintain communication and coordination with local, state, and federal agencies with respect to safety and security planning and response.

OUR MISSION:

Framingham Public Schools is committed to excellence for all students. A core value, embedded in the district's philosophy and goals, is that "all children will learn". Offering an equitable access to education to all of our students hinges largely on providing the highest quality teachers in every school and classroom.

Diversity among teachers undoubtedly advances the academic achievement of students. Compliance obligations establish the baseline; as a district, Framingham Public Schools are committed to achieving, developing and maintaining a workforce reflective of the rich racial, linguistic, and cultural diversity of our students. Framingham Public Schools aims to teach our children, and ourselves, to be culturally proficient and inclusive in order to live, learn, and work together in a vibrant and diverse world.

Indeed, Framingham Public Schools is committed to inspiring our school community to be accepting and willing to learn from individuals with differing backgrounds. Our goal is to reflect the diverse community we serve and create a great place to work for everyone by embracing the individual skills, perspectives and experiences our people bring to the workplace and harnessing these for high performance and improved service delivery. We want our employees to feel included, valued and respected and have access to equal opportunity, which supports full participation at work. Framingham Public Schools seeks to retain the diverse talent in our workforce and support our people to maintain a long and productive working career.

Framingham Public Schools is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in the multicultural environment and strongly encourages applications from minorities and women.

EDUCATION, CERTIFICATES, LICENSES, REGISTRATIONS:

Bachelor's degree preferred. Minimum 3-5 years of safety, law enforcement, or relevant supervisory experience required. Additional years of experience and related training may be substituted for Bachelor's degree. A Bachelor's degree in Criminal Justice or related field may be substituted for years of experience. Valid driver's license with a clean driving record. Spanish/Portuguese language skills strongly preferred.

SKILLS AND ABILITY:

To perform this job successfully, an individual must be able to perform each of the above-listed duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be effective and work well in a collaborative environment that fosters cultural proficiency and inclusiveness. Excellent organizational skills, the ability to determine work priorities, and make rapid and appropriate decisions, as appropriate. Must have strong communication skills, including the ability to provide clear verbal and written communication, in a courteous and professional manner with individuals at all levels of the organization. Must possess strong interpersonal, problem-solving, and listening skills, with keen attention to detail. Must be able to remain calm during stressful situations and handle sensitive or confidential information with discretion. Must be able to assure that the highest standards of confidentiality, discretion and fairness are maintained. Must have a high attention to detail and accomplish tasks independently with limited supervision. Must possess the ability to present clearly and efficiently in front of both School and Municipal Committee's.

TRAINING AND EXPERIENCE:

Clear criminal history; and extensive public contact and/or customer service experience. Experienced in providing proactive, consistent safety and security measures to multiple locations. Current certification in first aid and CPR is strongly preferred. Experience working with technology is helpful.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of

duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

- Serve as the Leader for the School District's Emergency Response Team
- Respond to emergency calls 24 hours a day, 7 days a week throughout the School District.
- Provide parking and traffic control plans when required or requested.
- Provide crowd management and assistance at events, as requested.
- Evaluate current procedures and practices relative to security and safety and suggest alternative methods for the operation's improvement.
- Perform audits of security-related performance and conduct physical surveys of lighting, security cameras, emergency communication systems.
- Manage all capital projects relating to the safety and security, based on evaluations
- Assist in developing and managing the Department Budget and Staffing
- Maintain working relationships with all administration in the district ensuring they have all necessary equipment for the safety and security effort in their buildings. When requested to do so, assist in conducting investigations and preparing reports for Senior Leadership.
- Assist in preparation of emergency management and contingency planning that includes all segments of the school population.
- Conduct safety and security training for students, faculty, and staff when possible.
- Provide education on preventive measures related to school and community safety.
- Act as the Districts liaison between the schools and local, state and federal agencies
- Act as a liaison between the Public Schools and all other City Offices pertaining to safety and security of the School District. Work with the Framingham Police Resource officers as required to ensure a safe, secure environment for all segments of the schools population
- Other duties as assigned by the Executive Director of Finance and Operations and/or Superintendent of Schools.

PHYSICAL WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is somewhat active. While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee is frequently required to use hands; to finger; to handle or feel objects, tools, or controls; and to stoop, kneel, crouch, crawl, climb stairs, and safely operate a motor vehicle. The employee must occasionally lift and/or move up to 25 pounds as well as work in all weather conditions. The employee must have the ability to work independently and adjust to dynamic work conditions. The employee may come in contact with or be exposed to hazardous materials or to health risks such as blood or airborne pathogens. Specific vision abilities required by this job include peripheral vision, and close vision such as reading the typewritten material. The work typically requires occasional in-district travel to attend meetings.

REPORTS TO:

Executive Director of Finance and Operations

SUPERVISES:

None.

FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:

This position is classified as Exempt (Professional).

TERMS OF EMPLOYMENT:

This is a 12-month position in accordance with a personal services contract executed between the Director and Superintendent.

HELPFUL LINKS:

[Framingham Policies & Procedures Handbook](#)

[Benefits package information](#)

[Only online applications will be accepted. Click here to apply!](#)

Framingham Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Framingham Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the District has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Framingham Public Schools expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender

identity or expression, national origin, age, genetic information, disability, or veteran status.