



## **Job Posting**

**Position Title:** Security Chief

**Reports To:** Michelle Cormier  
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**Location:**

Tennessee School for the Blind  
115 Stewarts Ferry Pike  
Nashville, TN. 37214

**Position Description:**

**Summary:** Under general supervision, is responsible for supervision of security department as well as security work of average difficulty in a residential state special school setting. Performs related work as required.

**Distinguishing Features:** This is the highest class in the security guard subseries. An employee in this class may be assigned to work any shift in providing a full range of institutional and other security activities, such as protection of public buildings. This class differs from that of Security Guard in that an incumbent of the latter is responsible for general security during a shift, whereas the Security Chief is additionally responsible for directing security operations.

**Specific Position Responsibilities:**

**Guiding, Directing, and Motivating Subordinates:**

1. Supervises security function at state special school by assigning, training, supervising, and evaluating security staff and their work, making recommendations on employment, retention, promotion, demotion, dismissal, and other human resources actions, enforcing policy and procedures for operations and functions within sphere of authority.

**Making Decisions and Solving Problems:**

1. Studies relevant security policies and procedures and makes recommendations for change in order to improve efficiency and quality of operations and services within the department.



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2. Evaluates and responds to emergency situations appropriately, advises and directs others as needed.

#### **Performing General Physical Activities:**

1. Responds to calls and takes appropriate action to assist in emergency situations.
2. Physically patrols campus at regular intervals to ensure all students, personnel, buildings, and assets are secure.

#### **Performing for or Working Directly with the Public:**

1. Controls entrance and exit of individuals by checking for identity, purpose of visit and authorization.
2. Escorts individuals as needed to ensure their safety.

#### **Developing Objectives and Strategies:**

1. Generates SMART goals for assigned subordinates; Provides feedback during interim reviews and gives rating of overall performance for the final review.
2. Assists with the development and implementation of security policies and protocol.

#### **Documenting/Recording Information:**

1. Prepares and maintains records such as incident reports, vehicle citations, logs of visitors and others, and property reports
2. Supervises submission of all documentation within the security department. Monitors for professional and accurate content.

#### **Scheduling Work and Activities:**

1. Creates work schedules to ensure adequate staffing levels.

#### **Communicating with Supervisors, Peers, or Subordinates:**

1. Maintains professional written and verbal communication with coworkers and supervisors.
2. Provides information to supervisor via phone, email, or in person to advise of any security concerns.



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#### **Communicating with Persons Outside Organization:**

1. Communicates with campus visitors and assists them in accessing what they need for the purpose of their visit.
2. Communicates with law enforcement agencies to report incidents, provide information, and/or request assistance.

#### **Monitor Processes, Materials, or Surroundings:**

1. Patrols facilities, monitors alarms, and utilizes audiovisual and security systems (e.g., TV monitors) to check for security, hazards, disturbances, and violations of pertinent laws, rules, or regulations.
2. Visually monitors individuals to ensure safety and compliance with policies, rules and regulations.

#### **Operating Vehicles, Mechanized Devices, or Equipment:**

1. Operates patrol and transport vehicles to complete security patrols or to transport individuals.

#### **Controlling Machines and Processes:**

1. Operates two way radios, campus wide communication system, and other communication devices to accomplish security tasks.

#### **Establishing and Maintaining Interpersonal Relationships:**

1. Establishes meaningful working relationships with coworkers and supervisors
2. Maintains confidentiality of student, staff, and other secure information.

#### **Interacting With Computers:**

1. Uses electronic office productivity software (Word, Excel) to perform daily tasks as needed.
2. Enters time and leave requests in electronic databases as required

#### **Updating and Using Relevant Knowledge:**

1. Attends staff trainings and mandatory in-services as required.
2. Maintains first-aid CPR certification.



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### **Competencies (KSA's)**

#### **Competencies:**

1. Integrity and Trust
2. Ethics and Values
3. Problem Solving
4. Organizing
5. Time Management
6. Conflict Management
7. Written Communications
8. Approachability
9. Composure
10. Decision Quality
11. Directing Others
12. Building Effective Teams

#### **Knowledge:**

1. Intermediate knowledge of accepted practices for providing security services.

#### **Skills:**

1. Organizational skills
2. Time management skills
3. Basic computer software skills such as word processing and spreadsheet software
4. Social perceptiveness skills
5. Judgment and decision making skills
6. Active listening skills
7. Active learning skills
8. Service orientation skills
9. Verbal and written communication skills

#### **Abilities:**

1. Ability to coordinate the movement of your arms, legs, and torso together when the whole body is in motion
2. Ability to keep or regain body balance or stay upright when in an unstable position



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3. Ability to see details at a distance
4. Ability to see under low light conditions
5. Ability to see objects or movement of objects to one's side when the eyes are looking ahead
6. Ability to tell the direction from which a sound originated
7. Ability to listen to and understand information and ideas in speaking so others will understand
8. Ability to apply general rules to specific problems to produce answers that make sense
9. Ability to communicate information in speaking so others will understand
10. Ability to communicate information and ideas in writing so others will understand
11. Ability to tell when something is wrong or is likely to go wrong
12. Ability to read and understand information and ideas presented in writing
13. Ability to add, subtract, multiply, or divide quickly and correctly

### **Tools and Equipment Used**

1. Motor vehicle
2. Golf cart
3. Surveillance/monitoring equipment
4. Two way radio and other communication equipment
5. Computer
6. Phone
7. Printer
8. Various other hand-held tools

### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

### **To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to [Michelle.Cormier@tsbtigers.org](mailto:Michelle.Cormier@tsbtigers.org)

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