**Position Title:** Director of Safety and Security

**Reports To:** Chief of Operations

**Location:**

Achievement School District (ASD)

Memphis, TN

**Position Description:**

The essential function of the position with the organization is to provide coordination and leadership in the development, implementation, and evaluation of a variety of services for the Achievement School District, with an emphasis on ensuring the safety and security of the students and staff of the District. The position is responsible for coordinating assigned programs and services, ensuring District compliance with all applicable state and federal laws, and performing related work as assigned. The position develops and implements programs within organizational policies, reports major activities to District administrators through conferences, meetings, and reports.

**Specific Position Responsibilities:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Provides leadership and coordination in the development, implementation, and supervision of District programs pertaining to the promotion and maintenance of staff and student safety and health.

Plans and implements policies, procedures, training programs, drills, assessments, community partnerships and parent involvement.

Establishes and monitors progress toward program goals and objectives.

Coordinates School Resource Officers, facilities security, access control, security cameras, and communication systems.

Assists schools with the development of emergency operations plans and provides annual reviews of the documents.

Develops/prepares and submits reports in compliance with state and federal regulations.

Serves as a district liaison to the Tennessee School Safety Center.

**Additional Requirements**:

* Ability to have difficult conversations with important stakeholders
* Ability to organize and prioritize work and meet deadlines
* Effective verbal, written, public speaking, and interpersonal skills
* Self-starter who is comfortable with ambiguity and multi-tasking
* Ability to manage multiple divergent streams of work across multiple levels of the organization and external parties
* Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint
* May periodically be required to travel locally and domestically to attend meetings, trainings, seminars, etc.

**Qualifications:**

Successful candidate will exhibit the following:

* Excellence
* Optimism
* Sound Judgment
* Courage
* Teamwork
* Strong Organizational Skills
* Effective Communication Skills

**Education and Experience:**

Bachelor’s degree in Education, Business Administration, Law Enforcement or a related field from an accredited university or equivalent work experience.

**Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](http://www.tn.gov/hr/topic/benefits) is included.

**To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to lindsey.osborne@tnasd.org.

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