



**Job Title:** Security Coordinator - Operations

**Exemption Status/Test:** Exempt

**Reports to:** Director

**Date Revised:** February 2021

**Dept. /School:** Security

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**Primary Purpose:**

Enhance the educational environment for students and staff by ensuring the security department remains operational and highly functioning while overseeing security operations.

**Qualifications:**

**Education/Certification:**

**Required:**

High School Diploma or GED

**Preferred:**

Bachelor's Degree

MINS or FEMA Certifications

Military Veteran with Honorable Discharge

Law Enforcement Certification

**Experience:**

**Required:**

Five (5) years' experience in an educational environment working in security or a security-related field and providing supervision

**Special Knowledge/Skills:**

Possess Class C Texas Driver License and prove insurability with the district

Advanced knowledge of emergency management

Ability to facilitate security measures in collaboration with supporting agencies

Ability to manage budgets and supervise personnel

Ability to utilize Microsoft Office products to manage multiple databases

Ability to manage multiple projects

Ability to work collaboratively with other staff members to realize security goals

Ability to communicate to multiple staff in emergency response options

Ability to train all district staff in emergency response options

Ability to write emergency operations plans

Strong organizational, communication, public relations and interpersonal skills

Aptitude for successful completion of assigned tasks

Ability to work under pressure in emergency situations

Ability to working a diverse culture

Ability to serve as a role model for all district employees by exhibiting behavior that is ethical, courteous and responsible

Ability to exercise good judgment in decision-making

### **Major Responsibilities and Duties:**

1. Coordinate all aspects of district security operations in accordance with applicable laws, codes, best practices, district policy and processes.
2. Coordinate all aspects of the district emergency management program in accordance with applicable laws (Texas Education Code §37), best practices (Texas School Safety Center), district policy and processes.
3. Coordinate with the coordinator of security systems to support daily security operations, as needed.
4. Coordinate special assigned tasks and programs (e.g., SRO, K9, etc.) as needed in accordance with applicable laws, codes, best practices, district policy and processes.
5. Support security officers in the field as needed to complete assigned tasks.
6. Complete work-related documentation in accordance with district processes and policy.
7. Provide support to campus staff as needed to improve operations.
8. Assist with any security issues as directed by the directory of security.
9. Perform other duties as assigned by supervisors within the line of authority.

### **Supervisory Responsibilities:**

Supervise and evaluate security officers and operations lead.

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment such as personal computers, desk/cellular phone, copier/fax machine and others. Tools and equipment such as school district vehicles, radio communication equipment, mobile phones and safety equipment. Duty uniform.

**Posture:** Prolonged sitting, walking, potential for running, climbing stairs, twisting, reaching, pushing/pulling and overhead reaching

**Motion:** Ability to stand and sit for prolonged periods of time; ability to climb a ladder and the ability to kneel or crawl

**Lifting:** Lifting up to 20 pounds on a regular basis and light carrying under 20 pounds on a regular basis

**Environment:** Exposure to temperature extremes, exposure to humidity extremes, exposure to biological hazards, exposure to chemical hazards, electrical hazards, working outside, prolonged exposure to sunlight, work on slippery or uneven surfaces, working alone, working a flexible schedule with little or no notice of shift change and working prolonged or irregular hours.

**Mental Demands:** Maintain emotional control under stress, work with frequent interruptions and ability to exercise reasoning and problem-solving skills while under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.