



PORTLAND PUBLIC SCHOOLS

Human Resources

DIRECTOR - SECURITY SERVICES

BASIC FUNCTION

Under administrative direction, direct programs, staff, operations, s

in meetings, hearings, workshops, conferences and professional activities as assigned.

Investigate and review reports on crimes committed on District property such as thefts, burglaries or vandalism; meet with faculty, administrators, or other personnel, including representatives of other agencies, to resolve situations and problems that arise with school safety and emergency preparedness areas of responsibility.

Compile, review and understand complex and technical analyses and provide information to District leaders to make informed decisions in the area of District Security and Emergency Planning; develop reports, memoranda, letters and other documents regarding operations and maintenance issues; ensure

Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to

Ability to:
Direct others

Must be able to obtain certification as a Department of Public Safety Standards and Training (DPSST) Executive Manager authorized to perform the duties defined in OAR 259-060-0010 at the time of hire and is required maintained throughout the course of employment.

District provided certification and licensure in Law Enforcement Data System (LEDS) and with the Oregon DPSST in the areas of instructor and/or supervisory manager is required to be obtained and maintained throughout the course of employment.

Positions in this classification require variable work hours including evenings and weekends and on call for emergency or disaster events; may be required to work irregular schedule including week-ends and holidays.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with public contact and frequent interruptions. Work is also routinely performed on urban school campuses, indoors and outdoors; occasional inclement weather; driving a car on city streets; event crowds and emergency situations.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical mobility and mobility to work in a school office and campus setting; strength, agility and endurance to appropriately respond to physical altercations, emergency conditions and crowd control situations; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting, standing and walking for extended periods of time; running, crouching, bending, carrying objects weighing up to 50 pounds kneeling, bending at the waist; lifting, pushing, pulling; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and in emergency situations and to keep all aspects of the job under control; hearing and speaking to hear normal voice-range frequencies and communicate on a two-way radio and to