

ASSISTANT DIRECTOR, SCHOOL SAFETY AND SECURITY (Milwaukee Public Schools)

PURPOSE: The Assistant Director of Safety & Security assists in managing the Division of School Safety and Security including developing, coordinating and conducting training programs for the Division's safety assistants and supervisors; reviewing crisis plans for all MPS sites; and managing the grant program.

ESSENTIAL FUNCTIONS:

- ◆ Develop, coordinate, and conduct the Division's training program for over 230 safety assistants and six supervisors. This includes establishing the training needs assessment survey, developing training schedules, scheduling speakers and instructors and providing instruction in a classroom setting.
- ◆ Manage the Division's grant and foundation funds program by seeking funding sources, completing applications and supervising existing and future grants.
- ◆ Manage the Crisis Assessment Program, which includes searching for new safety techniques, activities, and programs using the internet, reviewing crisis plans for all MPS sites and developing an on-line crisis plan for entire school district.
- ◆ Lead investigations in those cases of significant importance, including both internal and external matters, i.e., personnel, criminal and site surveys.
- ◆ Manage the Safety Bulletin Program which includes selecting and researching safety topics and preparing the safety bulletin reports.
- ◆ Serve as second in command of the Division with responsibility for supervising the division in the absence of the Director; attend meetings on behalf of the Director as needed.
- ◆ Assist the Director in formulating policies and procedures related to school safety and security; directing/overseeing safety and security operations throughout the school district; preparing/monitoring an annual budget; working with administrators to determine needs; recruiting and selecting security personnel; and resolving grievances.

REQUIREMENTS:

1. Bachelor's Degree in Criminal Justice, Police Science, Sociology or a related field from an accredited college or university.
2. A minimum of five (5) years of supervisory and administrative experience in law enforcement, security or related area, preferably in an urban education setting or an organization dealing with youth.
Equivalent combinations of education and experience may also be considered.
3. Valid Driver's license and availability of a properly insured personal automobile for use on the job at time of appointment and throughout employment.
4. Residency in the City of Milwaukee within twelve months of appointment and throughout employment.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Knowledge of the legal system, including the structure of the court system, various law enforcement agencies, crowd control techniques, police community relations and modern procedures for conducting weapons searches.
- ◆ Knowledge of innovative and modern violence and crime prevention/intervention programs.
- ◆ Ability to develop and administer policies and procedures.
- ◆ Ability to supervise/manage and work successfully with all levels of police personnel and MPS staff and union representatives.
- ◆ Ability to work with district administrators in order to recognize and handle gang and drug related activity.
- ◆ Ability to provide effective training to staff, students and parents in subjects such as human relations, peer mediation techniques, conflict resolution, stress management, cultural diversity and other relevant topics.
- ◆ Ability to research, analyze and effectively present data and information.
- ◆ Excellent oral and written communication skills.
- ◆ Basic computer skills.
- ◆ Ability to work with racially, socio-economically and ethnically diverse and at-risk students.
- ◆ Ability to develop positive working relationships with community agencies that deal with at risk students.

THE CURRENT SALARY RANGE for this 10-month position is: \$55,933, to \$81,230 with excellent benefits.

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: training and experience evaluation; written or oral examinations or other assessment methods. The Department of Employee relations reserves the right to call only the most qualified candidates to the oral examination. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **January 25, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice. However, if a sufficient number of candidates are not available, recruitment will be continued until the needs of the City are met. Candidates must pass each part of the examination to be eligible for hire. Qualified candidates will be notified by mail of the date, time and location of the exam. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made), which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.