



Tolleson Union High School District #214  
**District Security Coordinator**

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**Purpose**

The District Security Coordinator is responsible for developing, implementing, and overseeing safety and security measures to ensure a safe learning environment for students, staff, and visitors. This role involves directing and training security personnel and dispatch personnel with security cameras. The District Security Coordinator is responsible for collaboration with local law enforcement agencies and developing emergency response protocols while overseeing emergency operation plans (EOP) and emergency operations drills at the school site. This includes the responsibility of training and overseeing the School Resource Officer (SRO) grants and collaborating with SROs regarding the role in a high school environment. The District Security Coordinator assesses risks, implements proactive safety strategies, and ensures compliance with district policies and state regulations. Additionally, the District Security Coordinator provides training and guidance to staff on violence prevention, fostering a culture of safety and preparedness throughout the district.

**Qualifications**

**Required:**

1. Master's Degree in Education, Administration, or equivalent experience in School Safety and/or Security Leadership
2. Valid AZ Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
3. Comprehensive education, training, or knowledge in school safety practices and compliance.
4. Experience in successful leadership of school safety teams, SRO's, and security guards.
5. Knowledge of Arizona Department of Education EOP minimum requirements.
6. Experience in conducting trainings and workshops.
7. Knowledge of and sensitivity to ethnic, cultural, and socioeconomic influences on the student.
8. Demonstrate skills in ability to respond to campus threats and implement Standard Response Protocols.
9. Knowledge of and experience in the Incident Command System.
10. Knowledge of and experience in video management software and security systems.

**Preferred:**

1. Bilingual in English and Spanish.

## **Essential Functions**

1. Under the supervision of the Chief Operations Officer provide day-to-day coordination of district security protocols.
2. Training, evaluation, and coordination of district emergency operations plans.
3. Coordinate with site Assistant Principals of Discipline (APD), SRO's, Security guards and school safety teams to support the safety and security of all campuses.
4. Attend site School Safety Team meetings.
5. Assist in compliance monitoring of SRO and school safety grants.
6. Use district data platforms and evaluation of EOP drills to improve and promote further security measures as needed.
7. Support in the planning and implementation of staff development regarding all aspects of safety and security.
8. Coordinate the partnership with the district and the applicable city police agencies and Metro fire to support school security measures.
9. Coordinate and support training for principals and APD's regarding all required district, local, state and federal security requirements
10. Coordinate with the Exceptional Student Services (ESS) department to ensure Individuals with Disabilities Act (IDEA) compliance for standard response protocols and when needed safe evacuation of ESS students.
11. Attend all relevant safety and security trainings offered by Arizona Department of Education and other relevant agencies.
12. Provide training for and evaluation of dispatch operations.
13. Coordinate Off-Duty Management partnership for School Safety Officers and event assignments.
14. Communication, and annual evaluation of the Emergency Handbook with all relevant stakeholders to respond to district, local, state, federal requirements.
15. Coordinate with facilities and site administration to conduct regular facility assessments to ensure proper maintenance and compliance with regards to safety and security.
16. Establish and direct command post systems during crisis or emergency situations.
17. Timely communication with appropriate administration for any security concerns.
18. Completion of FEMA courses IS-100.c, IS-200c, IS-362.a, IS-366.a, IS-368.a, IS-700.b, E0360, G0360, G0361 and PREPaRE workshop.
19. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: knowledge of federal, state, county, local, and District codes, policies, regulations, and laws.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to direct others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is low. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions; setting priorities; and establishing and maintaining effective working relationships.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness. The employee will regularly work indoors in a controlled environment or outdoors under extreme weather conditions. The noise level in the work environment is moderate to loud. Travel between District campuses and to locations outside the District is required.

**Reports to:** Chief Operations Officer

**Terms of Employment:** 12-month, full-time

**Evaluation:** This position will be evaluated annually as outlined in Governing Board Policy Manual.

**FLSA Status:** Exempt

**Salary:** Initial Placement Salary Schedule for Administrative/Support

Exempt Personnel, Coordinator

**Board Approval:**

February 25, 2025 (Pending Board Approval)