Chief of School District Safety

Pittsburgh Public Schools
341 S. Bellefield Avenue
Pittsburgh, PA 15213

Other - Position - Non-Certified

Under the direction of the Chief Operating Officer the Chief of School District Safety is responsible for the safety and security of students, employees, and visitors across all Pittsburgh Public Schools' (PPS) district buildings. Additionally, this position ensures that all facilities and buildings are secure at all times.

This position oversees, develops, and implements District wide comprehensive safety, security and risk management strategic plans, policies, protocols, and programs. This includes but is not limited to safety mitigation strategies, crime prevention activities, short and long-term responses to specific safety concerns, and immediate responses to crisis situations involving the safety and security of staff and students.

This position is directly responsible for the supervision of School Police Officers, Security Aides, and Secretary/Support staff within the division. In addition, the Chief of School District Safety is responsible for District compliance with city, county and state ordinances and laws as well as policies and standards of the district.

Reports To: Chief Operations Officer
Salary: Support Administrator, Level 1 ($106,792)

FLSA Status: Exempt
Work schedule: 12 months

Qualifications: Candidates must be enthusiastic about the fundamental goal of advancing student achievement in an urban public school district. Candidates must be comfortable leading and working in a team committed to better meeting the needs of our student population. In addition, we are seeking candidates with:

- Master's Degree or Bachelors + 10 years of experience; a
combination of relevant education and experience may be considered in lieu of a minimum degree or a minimum experience.
- 10 years of experience in law enforcement, school safety, and/or public safety, 5 years must be in a supervisory capacity.
- Act 177 (formerly Act 120) certification required.
- Must obtain arrest powers both via school district and courts.
- Valid driver's license required.
- Knowledge of security measures, policies, procedures, crisis management and local, state, and federal laws related to safety.
- Experience as an Incident Commander and understanding of National Incident Management System (NIMS) or must complete ICS-400 training.
- Proven ability to effectively communicate, connect with, and guide students, families, and community members away from behaviors that will lead to violence.
- Exhibit integrity, and good moral character
- Proven conflict resolution skills
- Proven ability to supervise and manage a diverse staff in crisis situations.
- Experience developing and managing budgets and finance practices.
- Proven ability to analyze complex issues and recommend practical solutions.
- Experience supporting the design and delivery of professional development
- Ability to work cross-functionally across several departments and schools and engage multiple stakeholders in working toward a common goal.
- Ability to quickly establish credibility among team members including partners, peers, school-based staff, and executive leadership.
- Ability to cultivate relationships, work independently and collaboratively as a team player, under pressure with multiple competing deadlines, and with culturally, educationally, and racially diverse internal and external customers.
- Excellent verbal and written communication skills.
- Demonstrated proficiency in MS Word, Excel, Outlook, and PowerPoint
- Value, demonstrate, and promote diversity, equity, and
inclusion.

Residency Requirements

City of Pittsburgh Residency Required

Essential Job Functions

1. Oversee, develop, and implement District wide comprehensive safety, security and risk management strategic plans, policies, protocols, and programs to ensure the safety and security of students, employees, and visitors.

2. Conduct annual risk and safety audits of PPS schools and facilities in conjunction with local law enforcement to provide recommendations to the Chief Operating Officer and Superintendent regarding enhancements.

3. Advise and inform the Superintendent, Chief Operations Officer, and School Leaders on safety related concerns, matters, recommendations, and action items.

4. Serve as and perform the duties of the School Safety and Security Coordinator as outlined in school code Section 1309-B and complete required training under school code Section 1316-B.

5. Review and enforce the Pittsburgh Public Schools policies and procedures relative to school safety and security and ensure compliance with federal and state laws regarding school safety and security.


7. Collaborate with schools to design, collect, review, update and share crisis management plans with Local Law Enforcement and First Responders.

8. Ensure the coordination, implementation and reporting of all required staff and student Safety Drills and Trainings are in accordance with Board Policy, School Code, State Compliance, and the Superintendents Priority Goals.

9. Lead the coordination and training of school Threat Assessment Teams in collaboration with the Student Support
Services Division (social workers, counselor, nurses, administrators, learning environment specialist) to proactively prevent and respond to threats of violence.

10. Oversee, direct, and train the District’s Crisis Response and Reunification Teams.

11. Develop, procure, and implement safety training and resources that are in alignment with student management to reduce student arrest and violent situations.

12. Properly equip safety personnel to interact with students and staff in an effective supportive manner.

13. Direct the deployment of school security personnel to optimize presence of school security within district school, special events, and athletic functions to minimize disruption to the educational environment.

14. Assign Police Officers to review ChildLine referrals and complete appropriate reporting to the City of Pittsburgh Special Victims unit.

15. Serve as the District point of contact for all 24-hour emergency 911 calls and as a point of contact for the Safe 2 Say Committee.

16. Partner and work collaboratively with the local, state, and federal (FBI) agencies to provide, share, and receive pertinent information regarding safety concerns for the district.

17. Serve as the on-site director in crisis situations by directing police officers, staff, students, and acquiring outside resources (SWAT, bomb squad, etc.) if applicable.

18. Maintain proper storage and handling of weapons, contraband, and other materials confiscated on district property.

19. Direct the preparation, analysis, and distribution of statistical data and reports such as arrest, citations, calls to service, juveniles involved in the criminal and juvenile justice system and ensure the appropriate parties are notified of
this information.

20. Collaborate with school administrators, community members, and other district staff to plan, coordinate, and deliver safety and crime prevention programs, trainings, and lectures, to promote public understanding of the school safety unit.

21. Prepare and presents regular presentations, reports, and updates to the Board of Directors, School Administrators, and other stakeholders.

22. Attend meetings, trainings, conferences, and conduct research to stay abreast of local crime activity, law enforcement methods, advanced safety equipment and safety trends.

23. Serve as a member and attend meetings for but not limited to the Board of Directors Safety and Operations Committee, Health & Safety Team, PIAA Committee, Downtown Community Partnership, Safety at the Workplace and National School Chiefs of Safety.

24. Develop and manage the Safety budget to ensure proper allocation of resources.

25. Assist the Finance Department in the development of grants by providing pertinent safety data and reports.

26. Work collaboratively with the Facilities/Maintenance Team to address and correct safety/security issues with school and district buildings.

27. Direct, supervises and evaluates School Police Officers, Security Aides, and Secretary/Support staff within the Safety Division.

28. Manage the interview and staffing process for positions within the Safety Division while partnering with the Human Resources department in recruiting matters.

29. Provide regular updates to the Chief Operations Officer regarding safety matters, progress towards goals and challenges to meeting goals.
30. Other relevant duties as assigned by supervisor in support of the department’s goals and objectives and the district’s mission and Superintendent’s Priority Goals.

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities, career and technical education programs or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact Employee Relations, Office of Human Resources, 341 S. Bellefield Ave, Pittsburgh, PA 15213 or 412-529-HELP (4357).