POSITION: Security Supervisor - Full-Time
Plymouth-Canton Educational Park (P-CEP)

JOB GOAL: The Security Supervisor at the Plymouth-Canton Educational Park (P-CEP) is responsible for maintaining a safe and secure environment for students. He/she is responsible for overseeing the enforcement of safety and security policies, access control procedures, accident prevention efforts, support risk management efforts, fire safety, emergency management, asset protection, evaluating security staff, parking control and traffic enforcement programs. The Security Supervisor reports directly to the P-CCS Director of School Safety and Security. The Security Supervisor is responsible for developing and fostering positive community relationships between P-CEP, the first responder community, and the school community. In addition, he/she is responsible for the supervision of the personnel under his/her jurisdiction, and the adherence to all policies and procedures of the Board of Education.

QUALIFICATIONS:

Plymouth-Canton Community Schools seeks an individual who has significantly demonstrated professional work experience in at least one of the primary fields relating to this position:

- Emergency Management
- Security Management
- Fire Service
- Risk Management

Applicants must possess the minimum qualifications:

1. Bachelor’s Degree. Education beyond high school preferred.
2. Supervisory experience.
3. Possess the ability to successfully interact with students, staff and the public with tact and diplomacy.

PERFORMANCE RESPONSIBILITIES:

1. Determines and communicates security processes and procedures by studying organization operations and schedules; establishes internal controls; conducts inspections as appropriate; reports potential hazards to appropriate departments; creates and updates Standard Emergency Operating Procedures, safety and security manuals.
2. Secures facilities, equipment, students and personnel by working in conjunction with the appropriate District departments in recommending safety and security equipment purchases and upgrades within budget; maintaining records of fire and other emergency drills and conducting drills when appropriate; supervising and maintaining access control and key distribution.
3. Conducts and coordinates safety, security and emergency preparedness training by developing, scheduling and/or facilitating training for staff, students and public safety officials relating to school safety, security and emergency preparedness. Provides
oversight, evaluation and documentation for safety, security and emergency preparedness training.

4. Conducts safety, security and emergency preparedness assessments by conducting and/or coordinating annual safety, security and emergency preparedness assessments of the Plymouth-Canton Educational Park.

5. Coordinates safety and security planning with the school resource officer (SRO) Personnel, local government planners and first responders.

6. Coordinates and supervises the work of the security officers to ensure order at Plymouth-Canton Educational Park during the school day and at district and school related events.

7. Conducts walk-through observations of the buildings in P-CEP to detect any safety issues and make recommendations for corrective action.

8. Coordinates school safety compliance with federal, state and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements.

9. Coordinates with administration, public relations, first responders, and other appropriate personnel working within the National Incident Management System.

10. Contributes to team effort by integrating safety, security and emergency preparedness measures into the organization’s daily practices in a manner supportive of other departments and functions.

11. Coordinates safety planning and practice to support academic processes of P-CEP by implementing best practices in safety, security and emergency preparedness with proper adaptation to the environment, creativity and innovation so the process of education can be enhanced rather than impeded by safety efforts.

12. Conduct performance evaluations for security team staff.


14. Perform such other tasks and assume each other responsibilities as may be assigned by the Director of School Safety and Security or his/her designee.

**SALARY:**
Supervisor Salary Schedule
Non-Affiliated Fringe Benefit and salary schedule
Step 1 $45,736 – Step 12 $76,107
Salary will be prorated to start date

**REPORTS TO:**
Director of School Safety and Security

**BEGINNING DATE:**
April 2020

**WORK SCHEDULE:**
52 weeks per year – Full-Time

**EVALUATION:**
Performance of this position will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Non-Affiliated Administrators
**METHOD OF APPLICATION**: Two Step Process

**Step 1 - Complete** the on-line application via the Human Resources section of the P-CCS website. [https://hr-applications.pccsk12.com/Job_List.aspx](https://hr-applications.pccsk12.com/Job_List.aspx)
Click on NEW ACCOUNT to begin the application

Please complete **ALL** sections of the online application, including the Administrator Supplemental section. Please upload the following documents in the File Upload section:

- **Resume**
- **Cover letter** (attach in resume section). Address letter to Dr. Liz Vartanian-Gibbs, Assistant Superintendent of Human Resources and Labor Relations
- **Three letters of recommendation**
- **Copies of official transcripts for all degrees earned**
- **Copies of valid Michigan teaching certificate and administrator certificates**

**Step 2 - Apply** for the position
From the main page of your online application in the ‘Available Jobs’ section, click ‘APPLY’ on the left-hand side of the page next to the posting. The job will then appear at the top of the page in the ‘Jobs You Have Applied For’ section.

**TERMS OF EMPLOYMENT:**

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check. The fingerprinting is conducted by a third party and is at the expense of the applicant. Cost for fingerprinting is approximately $70.00.

**DEADLINE FOR APPLICATION:** Open until filled

Jamie Senkbeil
Employment Coordinator
Plymouth-Canton Community Schools
31-123
454 S. Harvey
Plymouth, MI 48170
(734) 416-4836