



Notice of Job Vacancy #26-070

Posting Date: January 20, 2026

Position: Director of Safety & Security serving Jefferson County Schools

Employment Term: Full-Time/minimum 200-days annually, pursuant to WV Code §18-5-45; extended employment term established by JCBOE. Currently a 261-day employment term.

FLSA Status: Exempt

Salary: Commensurate with education and years of relevant experience

Position Summary: The Director of Safety & Security manages the district's school safety and security program and initiatives. This position oversees safety and emergency preparedness throughout the district and serves as the district's emergency response coordinator. The Director of Safety & Security will implement, manage and turn in to the West Virginia Department of Education annually or as required by the schools, county Crisis Response Plans and any required Homeland Security Plans. This position will communicate controls and plans to all Jefferson County Schools stakeholders, measure audit and evaluate the effectiveness of the safety program and, in coordination with law enforcement, supervise the Prevention Resource Officers (PROs) and School Resource Officers (SROs) in schools.

Minimum Qualifications:

- Bachelor's degree with a master's degree preferred
- Minimum of 5 year's work experience in the law enforcement field with preference given for work in a public school system.

Applicants who have been dismissed or who have had their contracts non-renewed for cause by any school system, who have recent unsatisfactory evaluations by any school system, who demonstrate unsatisfactory interview performance, and/or who receive unfavorable reference recommendations from related work experience will not be eligible for consideration for employment with EPIC.

Additional Qualifications:

- Preference given for individuals with responsibilities of the position, including supervisory and leadership experience.
- Able to understand and implement state and federal guidelines and codes and West Virginia Department of Education (WVDE) policies and procedures.
- Demonstrated ability to perform and excel in multiple office and field operations settings.
- Must have a proven balanced approach to technical, business and people aspects of business.
- Possess efficient computer skills and perform operations in collection and compiling data.
- Proven ability to multi-task, balance priorities and meet deadlines.
- Demonstrate self-control, be ethical, a self-starter and have the ability to get along well with others.
- Demonstrate excellent verbal and written communication skills.
- Strong critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to diffuse and manage volatile and stressful situations.

- Ability to work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to conduct research, collect and analyze data, and prepare written and oral reports.
- Ability to conduct thorough, fair, and impartial investigations and relay them in a factual manner.
- Ability to interpret, analyze, and present information from various regulatory agencies in an appropriate form.

Duties and Responsibilities:

- Communicates quickly and clearly with the Deputy Superintendent of Operations and the Superintendent during any school emergencies and regarding any school safety concerns
- Responsive to all schools and facilities as needed when a crisis or safety situation arises
- Monitors internal radio communication and responds to radio communication from schools
- Coordination of the security personnel, (PROs SROs, SSOs) that are assigned and supervised by law enforcement
- Acquisition and maintenance of the camera security system at all locations
- Identification, development, implementation and monitoring of safety and security protocols for JCS schools, particularly front office staff
- Completion of an analysis of safety and security services to identify gaps and pursue funding to fill gaps in service
- Communication with building staff and community regarding safety and security services available (to the extent feasible to secure sensitive information from public release)
- Interpretation and implementation planning for any legislative mandates regarding safety and security
- Act as the liaison for safety and security for all facility renovation and new builds
- Acquisition and oversight of security entrance equipment and programming with the exception of the badging component which remains in HR and the physical maintenance which remains jointly with maintenance and IT
- Work with local, state and national emergency management authorities, the superintendent of schools and school principals to assure understanding, compliance, and implementation of current official emergency and disaster preparedness and procedures
- Works with outside agencies/first responders to investigate and manage all school threats
- Coordinates and works directly with first responders and outside agencies to plan for, coordinate, train with, and navigate emergencies on behalf of the school district
- Attend or lead local, multi-county, regional or state safety meetings and exercises
- Serve on any safety committees, task forces or conduct any special safety projects as needed and assigned
- Oversees and directs the district's safety committee. Provide oversight to site-based safety committees in the district
- Coordinates with district administration and staff to plan and complete various interventions, initiatives, initiatives, programs, tasks, requests, etc.
- Work with local law enforcement agencies to encourage safety and security efforts on school campuses taking a proactive stance at all times
- Provides training and assistance to site-based administrators in matters of safety and security
- Oversees and works closely with the School Resource Officers (SROs) and Prevention Resource Officer (PROs) in schools
- Assists as requested the SROs and PROs in investigating in schools including but not limited to on or around school property
- Assist in the development and implementation of security plans for special events involving the school facilities
- Stay apprised of potential local threats that may impact the school system.
- Conducts frequent and random safety inspections/checks of all school facilities.
- Provides training and assistance to site-based administrators in matters of safety and security
- Ability to lead, organize, coordinate and respond to all reunification efforts in times of school emergencies including working with all first responders/agencies on and off scene
- Thoroughly investigates and determines the nature of all school threats
- Maintains open communication channels with students, parents, staff, and others.
- Maintains security records, logs and reports as needed/required in all aspects of the job
- Coordinates and leads active shooter training for all staff

- Collaborate with and provide recommendations to the Director of Transportation to maintain the safety and security of buses and/or provide any staff training to improve bus safety
- Collaborate with the Director of Operational Safety & Maintenance to minimize and assess liability issues regarding the physical buildings and grounds of JCS facilities
- Collaborate with the Technology Director to prevent and manage cyber security concerns and incidents
- Coordinate and manage camera security software in schools.
- Conduct tabletop safety exercises
- Plan, budget, and implement and supervise all school security and safety programs
- Responsible for Raptor and its monitoring of visitors to schools.
- Actively seek grant funding opportunities
- Coordinates meetings and events, utilizes and expands the Jefferson County Schools Safety Center
- Supports, recommends, and implements safety and loss control programs for the school system.
- Researches and recommends changes in school safety policies, procedures, and equipment to improve safety, reduce risk exposures, and minimize costs
- Other duties as assigned by the Deputy Superintendent of Operations and/or the Superintendent.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess, supervision of outdoor activities and athletics, and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums, outdoor athletic fields, as well as vocational/technical laboratories where noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Reports To: JCS Deputy Superintendent of Operations; JCS Superintendent of Schools; EPIC Administrator

Evaluation: Performance in this position will be evaluated by the Deputy Superintendent of Operations and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy.

Conditions of Employment: Recommended by Jefferson County Schools & the EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: To be determined, pending approval process.

Application Process: You may submit your application one of the following ways:

Online application can be made via Teach-In West Virginia Application System by clicking on the link below:

[Use this link to go to the online application system.](#)

Hard copy EPIC application can be found at www.epicresa8.org/workforus or by [clicking on this link.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

Email to Shannon Johnson at sdjohnson@wvesc.org

Fax to 304-267-3599 Attention: Human Resources

Applications will be accepted for consideration through November 12, 2024.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.