

## **Killeen Independent School District Job Description**

**Job Title:** Director for Investigations and Campus Safety  
**Reports To:** Deputy Superintendent  
**FLSA Status:** Exempt

### **SUMMARY**

Serves as the investigator on cases involving alleged misconduct by district employees, equal employment opportunity complaints, OCR complaints, and complaints filed by employees. Develops and coordinates school safety programs for the district; and organizes and coordinates personnel actions to provide a safe and secure educational environment for staff, students and district property.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Investigates reports of misconduct and/or prohibited conduct involving district professional, exempt or non-exempt employees, which can include misuse of district resources, time or other assets, violations of the Educator Code of Ethics, and/or district policies and procedures.

Investigates allegations of dereliction of duty involving district employees.

Oversees and manages all requested investigations including informal and formal interviews, the drafting and editing of investigation reports and providing recommendations regarding appropriate personnel action.

Is familiar with district policies and procedures in order to resolve complaints, issues, and concerns at the lowest administrative level possible.

Handles, when appropriate, informal and formal grievances and complaints from parents and/or community members.

Applies relevant laws, regulations, district policies, and precedents in order to reach conclusions.

Conducts investigations in a timely manner and notifies supervisor of the investigation results.

Conducts interviews with respect to privacy of the complainant and ensures confidentiality to the greatest extent possible.

Uses appropriate and acceptable standards/methods of investigative practices to complete a thorough investigation.

Compiles relevant documents, formulates the official investigative case report, and provides information to appropriate personnel.

Maintains a tracking system on the outcome of all investigated cases.

Serves as a liaison between the Killeen ISD Police Department and the Deputy Superintendent's Office.

Responsible for the development and implementation of the district emergency operations plan.

Supervises district school crossing guards.

Supervises district fingerprinting operations.

Coordinates contracted after-hours security personnel including coordination with Military Police for Fort Hood campuses.

Develops performance standards for after-hours security personnel reflecting district philosophy and high- performance standards.

Develops, implements and evaluates in collaboration with other school personnel a district-wide plan for creating a safe and inviting school environment.

Presents workshops and other programs on school safety reflecting the district's philosophy, programs and plans.

Develops a plan, in coordination with Facilities Services, for building security.

Coordinates the surveillance camera system within the district.

Serves as a district liaison with governmental and law enforcement agencies and community organizations.

Represents the district at emergency management meetings and exercises including the Fort Hood Emergency Operations Center.

Develops procedures and policies which promotes a safe, orderly and inviting school climate and enables school staff to respond to security issues and crisis.

Prepares and recommends a budget for safety related programs, activities and materials.

Performs other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Human Resource Management, Law Enforcement or equivalent and three years- experience in education, human resource management, and/or law enforcement investigation.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Licensed and Commissioned Texas Peace Officer.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as policies, laws, safety rules, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of administrators, principals, and employees. Ability to take detailed notes of lengthy conversations.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER QUALIFICATIONS**

Ability to use word processing, spreadsheet, database and presentation software. Ability to communicate via internet and email systems.

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide travel; occasional statewide and out-of-state travel

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

**Revised Date:** April 22, 2019

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.