Assistant Director, Texas School Safety Center

Job Code 50019978

General Description
Assist the Director in providing leadership for the Texas School Safety Center.

Examples of Duties
Oversee the research, writing, development, and/or editing of training materials, correspondence, activity reports, and public information releases as requested by Director.
Appraise assigned employees in a timely and thoughtful manner.
Assign specific responsibilities, recognizes assigned employees’ abilities, capacities, and limitations.
Provide advice and help in achievement of assigned employees’ goals.
Assist the Director in meeting the requirements of funding agencies, including the Texas Legislature and Department of State Health Services.
Assist the Director in representing the Center by attending meetings with specified agencies, councils, boards, committees and other organizations as assigned.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations; laws, guidelines, policies related to school safety, homeland security, NIMS/ICS

Skill in: Preparing clear, concise, and grammatically correct reports, letters, and other materials; establishing rapport with a variety of employees at different levels at university, creating program policies and procedures, coordinating effective management of projects; developing and implementing training courses.

Ability to: Read and interpret manuals and understand university policy and procedures; perform basic math; delegate responsibilities to others; explain policy and procedures; coordinate several events at a time; effectively direct the work of others

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Reviewed on 5/17