

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

TITLE Safety Manager

#### QUALIFICATIONS

**EDUCATION:** B.A. or B.S. Degree or equivalent experience. Must have completed an approved Police Officer Standards and Training Course (POST) as required (Section 832 of the Penal Code) and have a valid POST Level I Module certificate or Module "C" certificate. Must meet legal requirements for possession of a concealed firearm, if required by the Board of Education.

**EXPERIENCE:** Five years of responsible experience in campus/district safety and security work, including two years of experience in a supervisory/lead capacity.

**ABILITY TO:** Plan, organize, coordinate, and supervise the operations of a district-wide safety force and the work of subordinates; estimate and requisition supplies and equipment needed; maintain accurate and current records of operations and cost; prepare and submit reports; establish and maintain cooperative working relationships with the public and district personnel.

**LICENSES:** Must have and maintain a valid CPR and first aid certificate and possess a valid California driver's license. Must qualify for insurability with the District's insurance carrier.

**PERSONAL QUALIFICATIONS:** Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

#### BRIEF DESCRIPTION OF POSITION

Under the direction of the Director, Student Services, direct the District's security programs, protocols and policies; provide for the safety and welfare of students while on school grounds; generally ensure the safety and security of District facilities, property, personnel and students in compliance with applicable federal, state, local and district laws, rules, regulations, policies and procedures; develop and implement programs designed to increase safety and decrease violence; deter truancy, and work flexible hours as the needs of the District changes; collaborate with police agencies serving District schools; ensure training, coverage, utilization of safety officers.

#### DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Safety Manager's job performance will be as follows:

1. Direct, manage and coordinate District Security programs for the purpose of ensuring the safety and security of students, staff and District assets.
2. Serve as the district attendance liaison/truancy officer; assist administration with the coordination of the School Attendance Review Team (SART) and School Attendance Review Board (SARB) processes.

3. Assist school site administrators and related personnel with conducting home visits.
4. Assist with the direction and plan for emergency preparedness; supports with organizing emergency and critical incident preparedness procedures and direct response to emergency situations.
5. Collaborate with School Resource Officers (SROs) and local law enforcement agencies to support school sites and District office in the areas of school threat assessment, behavior threat detection and armed response in mass gatherings.
6. Consult with District personnel, law enforcement and other public safety agencies to coordinate effort and acquire information related to the safety, security and emergency response preparedness of District sites and personnel; assure interagency coordination and cooperation in emergency preparedness and critical incidents.
7. Develop strategic training programs for security personnel in the areas of threat detection and assessment, crisis intervention, drug recognition, use of force, emergency response and security protocols.
8. Formulate and coordinate implementation of student safety goals and objectives.
9. Manage District security, interpret laws, rules and regulations affecting security and safety programs; provide guidance to District personnel.
10. Plan and implement training programs, seminars and workshops for security staff and administrators in a variety of areas including jurisdiction, reporting procedures, use of force, weapons, laws of arrest and radio procedures.
11. Participate in confidential internal investigations as directed; review reports of investigations conducted by staff; make recommendations regarding appropriate actions as required and in accordance with established guidelines.
12. Survey District sites to assess conditions; make recommendations to improve safety and security of employees, students, faculty, visitors and District assets.
13. Coordinate emergency and disaster preparedness procedures at school sites and District facilities; schedule and monitor disaster drills; evaluate effectiveness and make recommendations for improvements.
14. Review, monitor and recommend purchases for District intrusion, fire alarms, emergency communication and video surveillance systems; ensure the safety of students, staff and District assets and efficient and effective operations.
15. Review and monitor security coverage for athletic events, dances, graduations and other special activities to assure proper security and crowd control.
16. Assist in the management of emergency preparedness plans in accordance with the California Standardized Emergency Management Systems and the National Incident Management System; identify and analyze existing and potential hazards and dangers to students, staff and the public.
17. Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

18. Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
19. Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
20. Effectively accomplish other duties assigned by supervisor.

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