



JOB DESCRIPTION

Position Code: 339
Management Group: SJAA
Salary Range: 20
Work Calendar: 003
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POSITION TITLE: Director, Safe Schools

DEFINITION: Under general direction, develops, implements, and coordinates a comprehensive preventative safety strategy for the district and its schools through training, response, evaluation and collaboration with students, staff members, families and community partners.

DIRECTLY RESPONSIBLE TO: Chief of Staff

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Provides leadership and day-to-day management of the Safe Schools Program.
2. Develops and implements the district's master emergency plan, policies and procedures as needed to ensure appropriate preparations and responses are identified and all legal requirements are met.
3. Provides leadership to assist school sites with the development and revision of ~~their~~ Comprehensive School Site Safety Plans and ensures completion of all plans and compliance with relevant deadlines.
4. Develops and implements a preventative district-wide safety and threat assessment strategy to be implemented at school sites and offices and provides feedback to building administrators regarding the implementation of strategies.
5. Collaborates with schools, public agencies and community partners to address issues of youth violence on campus and to support prevention and suppression efforts.
6. Coordinates emergency planning, response and evaluation efforts with medical, health, and public safety agencies at the local, state and federal levels; identifies and proactively addresses, in partnership with law enforcement and community officials, safety issues that contribute to achievement gaps between student groups.
7. Communicates and collaborates with other key community and district stakeholders regarding safety concerns.
8. Coordinates with school and appropriate district staff to collaboratively guide communication and training efforts with students, employees, families and community members before, during and after an emergency incident.
9. Develops methods to actively seek, apply for, secure and manage ~~multiple~~ grants related to the implementation of school safety and security, implements funded programs, and assures compliance with grant objectives.
10. Conducts evaluation of each emergency response effort and develops recommendations for improvements on a timely basis.
11. Directs, facilitates, and hosts meetings and trainings, as appropriate.
12. Manages the departmental budget and recommends resource allocations and prepares budget proposals for funding, staffing, and supplies for emergency activities.

13. Prepares and maintains a variety of narrative and statistical reports, records, correspondence and files related to assigned services, activities and operations; presents materials as required.
14. Supervises, evaluates and holds accountable the performance and professionalism of assigned staff; interviews and selects employees and contracted service providers.
15. Maintains a flexible schedule to monitor, oversee and respond to after-hours security and safety concerns.
16. Assists with ensuring appropriate physical security measures are in place to protect sensitive information and electronically recorded data.
17. Performs other duties as assigned.

QUALIFICATIONS:

Education and Experience:

Any combination of education and experience equivalent to a Baccalaureate degree from an accredited college or university; Master's Degree or significant coursework in the National Incident Management System (NIMS) is highly desirable. A minimum of five years of experience working in one of the following fields: K-12 school systems, law enforcement, firefighting, crisis management or crisis communication; Experience with grant management in a related capacity is preferable; Experience with closed circuit video monitoring software, crisis management software and radio communication systems is desirable.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of state and local policies and procedures regarding the administration of security/school safety programs
- Knowledge of applicable federal and state laws, regulations, and codes
- Knowledge of current literature, trends, methods and developments in the areas of security and school safety
- Knowledge of the principals of supervision, organization and administration
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge of applicable district policies and procedures
- Knowledge and skill in use of computers and assorted software programs
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, parents, students, and the community
- Ability to perform calmly and efficiently under stressful conditions
- Ability to effectively present information to management, public groups and or the Board of Education
- Ability to evaluate the effectiveness of programs and make recommendations for improvements

- Ability to analyze and resolve problems with tact and diplomacy
- Ability to prepare complex records, reports, grant proposals, contracts and legislation related to the emergency response plan

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Works outdoors occasionally
- Moderate noise

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including walking, standing, sitting, bending at the waist, stooping, reaching overhead or remaining in a stationary position for extended periods of time
- Lift and/or move objects weighing up to 20 pounds regularly and lift/move weight of a human body with assistance
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to respond to emergencies during nights and weekends or during other than normal work hours
- Ability to work nights and weekends on occasion

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 8/10/2010
Revised: 8/25/2015
Revised: 6/22/2021