



## JOB DESCRIPTION

**Position Code:** 781  
**Classified Group:** CSEA  
**Salary Range:** 51  
**Work Days:** 260  
Page 1 of 3

**POSITION TITLE:** Lead Community Safety Specialist

**DEFINITION:** Under general direction, works collaboratively with site leaders, other safety staff and community resources to ensure a safe learning and work environment on district grounds; proactively identifies and addresses safety concerns at assigned schools; connects students, families and staff with resources that meet individual needs and support safe communities focused on learning; assists in the preparation and implementation of emergency responses; provides technical leadership and support and may delegate, assist with and/or prioritize workloads of department staff for assigned areas of responsibility.

**DIRECTLY RESPONSIBLE TO:** Manager, Safe Schools or Designee

**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. May prioritize, delegate, inspect, and/or assist with the work of Community Safety Specialists, as assigned.
2. Serves as a technical advisor and provides trainings, guidance and peer mentoring to Community Safety Specialists, as assigned.
3. Patrols and monitors assigned areas of the school buildings, grounds and parking lots to deter, detect, report and prevent violations of law and/or district policies.
4. Attends planning and evaluations meetings related to the Safe Schools program.
5. Responds to community inquiries regarding the Safe Schools program or specific incidents as directed.
6. Reviews threat assessment details provided by Community Safety Specialists, site staff and law enforcement to ensure completion.
7. Acts as a district liaison with local law enforcement, fire and medical first responder agencies to resolve issues, gather information and ensure a cooperative relationship, as assigned.
8. Responds to and intervenes in critical incidents occurring on district grounds to de-escalate situations.
9. Meets and interacts with students and student groups on a regular basis to better understand campus culture and student safety needs.
10. Assists with or coordinates investigations related to areas of assigned responsibility with site administrators, district staff and local law enforcement agencies, as directed.
11. Serves as a representative of the district to testify in court or in district hearings, as required.
12. Coordinates the development, maintenance, and implementation of comprehensive site-safety plans with site administrators and site safety teams, in accordance with district, local, state and federal requirements and best practices.
13. Compiles and analyzes data to identify trends and areas of concern related to school climate and safety and raises awareness of potential issues with appropriate district and site staff.

14. Provides trainings, workshops and other learning opportunities for staff, students, families and community to ensure effective implementation of safety plans and emergency response procedures.
15. Conducts onsite evaluations of district facilities to ensure the implementation of best practices and maintain working physical structures that protect the safety of students, staff, community, and district property.
16. Collaborates with learning support teams, leadership teams, site administrators, learning support center staff and others to identify students at risk of posing a safety concern to school campuses and connect appropriate interventions.
17. May interact with students directly as a mentor or other resource to effect positive behavior change.
18. Under the direction of or in coordination with appropriate staff, conducts home visits as needed to address safety concerns and encourage student success.
19. Refers staff, students, parents/guardians and families to district and/or community resources.
20. Promotes a safe learning environment throughout district campuses in accordance with applicable federal, state and local laws, regulations and local ordinances necessary to provide a safe learning environment on school campuses.
21. Interacts with and coordinates services with local law enforcement, fire, medical and other first responders in accordance with district safety and emergency plans.
22. Maintains logs and reports of critical incidents in compliance with district, local, state and federal policies.
23. Attends training classes and other professional learning opportunities related to safety, emergency preparedness and cultural proficiency.
24. Performs related work as required.

### **QUALIFICATIONS:**

#### Education and Experience:

Minimum of eight years of experience in a position directly related to school safety, student supervision or law enforcement; Completion of or willingness to complete a recognized school security officer or school resource officer training curriculum significantly equivalent to those provided by the National Association of School Resource Officers; bi-lingual speaking skills are preferred.

#### 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 applicable federal, state, and local laws, statutes, ordinances, regulations and requirements
- Knowledge of principles and practices in the equitable delivery of services to students and families
- Knowledge of community resources
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge of principles, practices and trends in youth related law enforcement
- Knowledge and skill in use of computers and assorted software programs

Lead Community Safety Specialist  
Page 3 of 3

- Ability to communicate effectively both verbally and in writing with administrators, staff, students, family members and the community
- Ability to understand and follow verbal and written instruction
- 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, local law enforcement agencies, and the community
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to remain calm in stressful situations
- Ability to maintain consistent, punctual and regular attendance

**WORKING CONDITIONS:**

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with students, staff, parents
- Frequent interruptions and significant distractions
- Contact with dissatisfied and/or uncooperative individuals

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

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including walking, sitting, standing or remaining in a stationary position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to respond to emergency calls during evenings and weekends
- Ability to travel locally

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: TBD