



JOB DESCRIPTION

Position Code: 783
Management Group: SJAA
Salary Range: 13
Work Calendar: 003
Page 1 of 3

POSITION TITLE: Coordinator, Safe Schools Field Operations

DEFINITION: Provides strategic planning and daily coordination of the district's Safe Schools department to ensure efficient and effective prevention and response to safety and security concerns in conjunction with other district and community resources.

DIRECTLY RESPONSIBLE TO: Senior Director, Community Relations

SUPERVISION OVER: Classified staff as assigned

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. Coordinates the day-to-day operation and oversight of the district's team of Community Safety Specialists and other staff as assigned.
2. Consults with school site administration and department leaders on safety-related issues and/or concerns with an emphasis on prevention and proactive response.
3. Coordinates the contracting and deployment of contracted law enforcement or security personnel as needed.
4. Serves as a liaison of the district at community events to present on efforts to maintain and improve safety of students, schools and community as directed.
5. Ensures safety and security efforts are delivered in an equitable fashion for all students, district staff, and school communities.
6. May assist with preparing and executing the district's emergency operations center during crisis situations in accordance with the established guidelines of the National Incident Command System model, as directed.
7. Assists in the development of informational safety resources (i.e. brochures, websites, videos, etc.).
8. Participates in the evaluation of emergency response efforts and may provide recommendations for improvements.
9. Develops systems, processes and best practices which allow for the appropriate collection of data to be used in evaluating effectiveness of safety and security efforts.
10. Ensures systems and structures are in place for effective use of the district's Incident Reporting and Information System (IRIS).
11. Consistently reviews measures of effectiveness in safety and security efforts and may provide recommendations for improvements based upon data and direct observation.
12. Supervises, trains and evaluates the performance of assigned staff and assists with disciplinary actions and meetings as necessary.
13. Identifies and reviews staffing needs with management and participates in the interview and selection process.
14. Assists with ensuring the appropriate physical security measures are established to protect sensitive information and electronically recorded data.
15. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of education and experience equivalent to a bachelor's degree from an accredited college or university and a minimum of five years of experience working in a K-12 school system, law enforcement, firefighting, crisis management, crisis communication, or related field; significant coursework in the National Incident Management System (NIMS) is highly desirable; prior experience working in large school districts/systems is preferred.

Licenses and Certificates:

- Valid 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
- Valid School Security Training (SB 1626) Certificate within 30 days of hire

Knowledge, Skills, and Abilities:

- Knowledge of state and local policies and procedures regarding the administration of security/school safety programs
- Knowledge of applicable laws and regulations
- Knowledge of current literature, trends, methods and developments in the areas of security and school safety
- Knowledge of the principles of supervision, organization and administration
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Proficient in Microsoft Office, Google Apps, and modern web applications
- 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 work effectively with all levels of district staff, parents, students, and the community
- Ability to understand and follow verbal and written instruction
- 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 establish priorities and meet deadlines
- Ability to establish and maintain records and maintain confidentiality of privileged information obtained in the course of work
- Ability to analyze situations and adopt an effective course of action
- Ability to analyze and resolve problems with tact and diplomacy

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff

Coordinator, Safe Schools Field Operations
Page 3 of 3

- Frequent interruptions and significant distractions
- Drive a vehicle to conduct work

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

- Communicate to 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, bending, stooping, reaching, working with arms extended, sitting, or remaining in a stationary position for extended periods of time
- Lift and/or move objects weighing up to 20 pounds and may be required to lift and/or move students
- Operate office equipment requiring repetitive hand movement and fine coordination

Hazards:

- May work under highly stressful and/or emergency situations

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to respond to emergencies outside of normal business hours

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: 12/11/2019