



## JOB DESCRIPTION

**Position Code:** 784  
**Management Group:** SJAA  
**Salary Range:** 13  
**Work Calendar:** 003  
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**POSITION TITLE:** Coordinator, Safe Schools Planning and Training

**DEFINITION:** Develops and coordinates the implementation of the district's safety planning and training efforts at all levels 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 and conducts district-wide trainings for all staff, students, family members and the community in the areas of school safety and security.
2. Designs and develops a comprehensive strategy to identify the type and scope of trainings to provide and evaluates the effectiveness of trainings provided.
3. Coordinates the implementation of the district's emergency operations plan, policies and procedures and evaluates the effectiveness to ensure appropriate preparations and responses are identified to maintain compliance with applicable legal requirements.
4. Identifies and accommodates any potential unique needs of staff, students, family members, and members of the community in all emergency planning and training efforts.
5. Assists school sites with the development and revision of their Comprehensive School Safety Plan and other plans and ensures the completion of all plans and collects copies prior to the annual deadline.
6. Coordinates district efforts to review and purchase safety or security-related devices, programs, applications or other services and provides required trainings on how to properly use or implement devices/services.
7. Responsible for preparing and executing the district's emergency operations center during crisis situations in accordance with the established guidelines of the National Incident Management System (NIMS).
8. Coordinates the emergency planning and response efforts with medical, health and public safety agencies at the local, state, and federal levels and evaluates the effectiveness of emergency response efforts to develop recommendations for improvement on a timely basis.
9. Serves as a liaison of the district at community events to present on efforts to develop, evaluate and implement improvements focusing on the safety of students, schools and community as directed.
10. Collects data and information as required by grant funding sources and other needs as assigned.
11. Creates, develops, and maintains informational safety resources (i.e. brochures, websites, videos, etc.).
12. 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 developing emergency operations plans and training; a minimum of three years of experience working in K-12 school systems, law enforcement, firefighting, crisis management, crisis communication or related field; significant coursework in the National Incident Management System (NIMS);

### 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 emergency planning and response protocols and standards
- Knowledge of training methods and practices
- 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
- Outdoor environment on occasion
- Moderate noise
- Continuous contact with staff, students, parents, and the community

- 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