



SCHOOL SAFETY LIAISON

Reports to: Associate Superintendent
Division: Student and Community Services

Our ideal candidate

You are an innovative professional and team player, with excellent communication skills, law enforcement experience, and a proven track record of establishing rapport and earning the trust of colleagues from different backgrounds with your professional expertise and empathy. You collaborate and interact effectively with others. You are an exceptional problem-solver, solutions-oriented, and are committed to providing the best service available to the Santa Barbara County Education Office and the schools and districts it serves.

General description

Under administrative direction, provide consultation, guidance, and support to Santa Barbara County local education agencies, charter schools, private schools, and early care and education centers in disaster response, crisis management, and school threat assessment. Collaborate with law enforcement, district and school leaders, behavioral health providers, and other county partners to support the development, implementation, and evaluation of comprehensive school safety plans, crisis communication, and safety training. Support the implementation of countywide school safety protocols and serve as a key member and representative of SBCEO on the Santa Barbara County Safe Schools Coalition. Act as a liaison between law enforcement, SBCEO, school districts and area schools before, during, and after incidents and events that potentially impact the safety and security of area schools.

Specific duties and responsibilities

- Advise district and school staff on emerging needs and safety concerns; provide support in school threat assessment and professional expertise to promote and enhance school safety, compliance with federal and state laws and mandates related to school safety, and fulfillment of monitoring and reporting requirements regarding school safety
- Lead the development and implementation of countywide school safety and security protocols, procedures, and expectations
- Assist schools with the development and review of comprehensive school safety plans by providing templates and resources, providing support in solving problems related to site safety, coordinating law enforcement review of site safety plans, and conducting routine site visits in support of safety and security planning
- Participate in and may lead initiatives and activities that enhance student and school safety, including activities supported by the Santa Barbara County Safe Schools Coalition
- Provide expertise and support during emergencies affecting schools; respond to and serve as the liaison between first responders and district and/or school leaders during emergencies affecting schools

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- Liaise with all Santa Barbara County law enforcement jurisdictions, communications staff, and school entities to bridge and foster communication, optimize communications practices, and ensure consistent messaging
- Convene school resource officer meetings to establish best practices, share information, and support problem-solving of school site safety concerns
- Collaborate with district and school leaders to develop and coordinate professional development opportunities on school safety, security, and school threat assessment; and to support policy and enforcement, and strengthen prevention, mitigation, and response capabilities
- Support district and school leaders in securing grant funding for school safety initiatives
- Develop, evaluate, and implement disaster response and crisis management activities for SBCEO, including training Cabinet members and other leaders on safety and emergency procedures and their respective roles; represent SBCEO in emergency response and coordination efforts and activities
- Perform related duties as assigned

Requirements

Education: Possession of a bachelor's degree in administration of justice, criminology, sociology, education, or related field is preferred.

Experience: Five years of experience as a sworn law enforcement professional, preferably in assignments that included community engagement and coalition-building, liaison among various entities, and/or support for schools

Knowledge of:

- principles and practices of community-oriented policing and crime prevention
- law enforcement emergency response procedures and protocols
- intervention strategies and services
- applicable laws, codes, regulations, policies and procedures related to school and student safety
- school safety requirements and strategies
- development of school safety plans
- emergency preparedness programs
- community resources that enhance school and community safety
- community engagement and outreach strategies and practices
- principles and practices of program administration and professional development
- grant writing practices and procedures
- data collection and management methods
- strategic planning
- group facilitation methods and practices

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- standard written and spoken English
- standard office productivity software

Ability to:

- read, interpret and apply laws, policies, procedures, codes and regulations
- serve as an informational resource to faculty, staff, and administrators
- analyze situations and quickly adopt or recommend an effective course of action
- coordinate work of colleagues and partners over whom one has no supervisory authority
- communicate effectively both orally and in writing
- prioritize, plan, and coordinate work to meet deadlines
- develop content and make effective presentations, trainings, and informational sessions
- learn the operations, policies, and objectives of the Santa Barbara County Education Office
- identify opportunities and develop partnerships with community agencies and resources
- research, write, and present reports
- write and manage grants
- make public presentations to a wide variety of stakeholders
- formulate and articulate complex ideas and concepts to a variety of audiences
- work independently
- maintain effective working relationships with law enforcement agencies, schools and school districts, other community partners, and co-workers
- lead and work effectively with groups to accomplish goals and consistently meet timelines
- use a computer and other office equipment and related software programs
- learn Santa Barbara County community agencies, local government agencies, education community, and geography

Licenses and certificates

Possession of a valid California driver's license, insurance coverage as required by law, and the use of a dependable vehicle are required.

Working conditions

This civilian position is considered generally sedentary. Most work is performed in an office or school environment and typically involves use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position will require being on-scene during emergencies affecting schools, which may expose the incumbent to safety hazards.

Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening or weekend meetings and events is also required.



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Management salary range 28

Approved by the Personnel Commission: July 27, 2023