
PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5335
Salary Range: 57 (M2)

DIRECTOR OF SCHOOL SAFETY

JOB SUMMARY

Under administrative direction of the Superintendent of Schools or designee, develop, plan, organize, supervise and implement the objectives, activities and staff for the Office of School Safety; collaborate across community agencies, internal and external stakeholders to identify, operationalize and expand upon alternatives to traditional methods of student discipline; promote and encourage a District and community school safety culture of belonging and well-being; develop plans and coordinate activities of the District's emergency preparedness program; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, oversee and direct school safety and emergency preparedness activities according to District standards and regulations. **E**
- Collaborate with community groups, local law enforcement, District staff and leaders to develop and implement the District's strategic plan, aligning it with best practices in violence prevention, restorative justice and prioritizing equity, diversity, and inclusion in all aspects of school, student and staff safety, security and emergency preparedness programs. **E**
- Direct the design and implementation of a robust system for monitoring, evaluating, and reporting the effectiveness of school, student and staff safety, belonging, security and emergency preparedness programs and services, informing continual improvement efforts with a focus on equitable access and outcomes; support the District in conducting equity reviews to track whether school, student and staff safety, security and emergency preparedness measures have unintended consequences for students. **E**
- Advise administrators and appropriate staff on violence prevention, security and protective services provided by department programs and personnel; organize and conduct related in-service training, seminars, and workshops. **E**
- Develop and oversee development of operational guidelines for the Office of School Safety and Inclusion; formulate and coordinate implementation of violence prevention, school safety, social, emotional, and alternative justice support programs and emergency preparedness goals and objectives. **E**
- Participate in community, city, school, and staff partnerships to build supportive school communities in protecting against the perpetration of illegal activities and school violence; identify and implement social, emotional, and alternative justice practices by

- integrating and adopting structures and practices that foster strong relationships designed to reduce illegal activities and school violence and improve school climate. **E**
- Direct staff, participate, and/or lead District threat assessment teams; ensure the integration of violence mitigation standards into District safety protocols. **E**
 - Direct and participate in confidential and sensitive internal investigations as directed by the Superintendent or designee; conduct internal investigations on department staff as warranted; review reports of investigations conducted by department staff and recommend follow-up actions as appropriate. **E**
 - Recommend and develop school violence prevention, safety, social, emotional, and alternative justice security and emergency preparedness programs and standard operating procedures; research and report to administration on legislation, best practices, issues and trends in school District restorative justice, emergency preparedness, safety and security laws and trends. **E**
 - Develop, prepare, and monitor department annual budgets; control and authorize expenditures in accordance with established District guidelines. **E**
 - Provide functional supervision of field assignments, patrol routes and scheduling of work shifts of department staff. **E**
 - Develop, update, and maintain an emergency preparedness plan based on the California Standardized Emergency Management System (SEMS); develop and maintain a manual of operational procedures; provide regular training on District SEMS plans. **E**
 - Work closely with District staff and law enforcement in district municipalities on crime prevention, apprehension, and non-traditional correctional methods, for those who commit crimes against students, employees, District property or equipment; establish a cooperative traffic enforcement program with local police departments. **E**
 - Develop and maintain a variety of security, safety, alternative justice, and emergency preparedness training programs for the District's school safety force, administration, and designated key District personnel; inform of changes in regulations, policies and implications of new or amended laws. **E**
 - Survey District sites to assess conditions and recommend improvements in safety and security for employees, students, facilities, and equipment. **E**
 - Make presentations before groups for such purposes as to clarify the role of the District's school safety staff, to explain alternatives to traditional correctional justice methods, emergency preparedness and District emergency response plans; and other related student, staff and school safety and security issues. **E**
 - Identify and analyze existing and potential hazards and dangers to students, employees and the public in the event of a major disaster in the District, civil unrest, acts of violence by groups or individuals, and make plans for various levels of response; coordinate emergency preparedness procedures with District environmental health and safety personnel. **E**
 - Analyze and respond to school site emergencies and determine appropriate actions; maintain at the ready an emergency command system, including an Emergency Operations Center and an alternate or mobile center as a site from which designated personnel will direct and control operations during an emergency; alert key District officials in the event of an emergency; direct the maintenance and installation of emergency communications systems. **E**

- Serve as liaison and consult with disaster service agencies such as the State Office of Emergency Services and law enforcement and fire, building and parks and recreation departments of municipalities within the District. *E*
- Serve as liaison with city, county and regional partners in violence prevention, safety and security spaces. *E*
- Assess and make an inventory of the District work force, student populations and material resources that would be affected by and or be available as resources in the event of a major disaster event and consequent emergency; develop an inspection system that includes all District sites having minimum levels of supplies and equipment. *E*
- Secure technical and financial grants and services assistance available through local, State and Federal programs and District community and business partnerships. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. *E*
- Keep current on safety and security techniques, restorative justice practices in school safety, emergency response and changes in laws affecting school, student, and staff safety, security, and emergency management measures. *E*
- Communicate news and information regarding emergency preparedness to District personnel by means of appropriate media. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Director of School Safety provides administrative direction and leadership to the Office of School Safety and embeds principles, practices and techniques of preventative, traditional and alternative justice programs for student, staff and school safety in the prevention and investigation of issues related to security and/or criminal events, ongoing training requirements and assessment of the effectiveness of the District's security and emergency preparedness programs.

EMPLOYMENT STANDARDS

Knowledge of:

Laws, codes, and ordinances used in law enforcement.

Organization, work management and personnel supervision.

Restorative justice principles and practices.

Violence prevention techniques.

Culturally responsive positive youth development and violence prevention programs and techniques.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Basic concepts of child development and behavior.

Crime prevention techniques.

Modern safety and protective procedures and equipment.
Handgun use and safety measures.
Basic first aid and Cardiopulmonary Resuscitation (CPR) certification.
Public relations and community organizations and local government.
Public disaster preparedness organizations, plans and communications search and rescue, including triage and the Incident Command System and Standardized Emergency Management System (SEMS).
Emergency communications techniques including equipment and its use.

Ability to:

Develop, design, implement and monitor a comprehensive student, staff, and community focused school safety and security program.
Sensitively work with a diverse population of different cultural and racial backgrounds.
Direct and supervise personnel performing assigned functions.
Analyze situations accurately and adopt an effective course of action.
Design and direct training of District security personnel and designated emergency response personnel.
Effectively collaborate with a variety of District stakeholders.
Direct activities which prevent crimes.
Prepare clear, concise oral and written reports.
Make presentations before groups.
Operate radio equipment.
Maintain ongoing policy and management liaison with federal and state agencies, local police, and emergency services agencies.
Operate a variety of office equipment, communications technologies, computer hardware and software.
Establish and maintain effective relationships with community organizations, community partners, the public and representatives of other governmental agencies.

Education and Training:

Bachelor's degree in police science, criminal justice, law enforcement, public administration, public policy, social work, public health, social ecology, criminology, cultural or social anthropology, ethics or a closely related field.

Both Basic Police Officers Standard and Training POST certification and possession of a California POST Supervisory or Management course certificate are required at time of application.

Experience:

Five years of professional law enforcement or school safety experience, three of which must have included direct supervision and training of school safety or law enforcement personnel.

Law enforcement experience in educational institutions is desirable.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge, and abilities, may be considered.

SPECIAL REQUIREMENTS

Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation.

Possession of a valid California Class C Driver's license at the time of appointment.

Possession of current First Aid and CPR certification.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range.

WORKING ENVIRONMENT

Office environment.

Outdoor environment.

Visit to school sites.

Travel to community organizations and local government agencies.

Exposure to verbal abuse.

Potential physical hazards involved in intervention in anti-social, illegal or violent behavior.

Possible fights and confrontations.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.

Seeing to review and analyze reports, documents or other records.

Hearing and speaking to exchange information in person, electronically, telephonically.

Speaking to be heard before crowds and groups of people.

Climbing stairs and ramps.

Walking and standing for extended periods of time.

Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 4/17/1997

Revised: 12/2001

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