

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR - SAFETY AND SECURITY

BASIC FUNCTION:

Under the direction of the Assistant Superintendent- Student Services, plan, organize, control and direct the District safety and security services program; provide leadership in the development of school site and department programs as appropriate; respond to urgent or emergency needs at school sites and afterhours alarm calls; coordinate District safety and security services with local law enforcement agencies; advise school administrators on police, security and protective measures; establish and direct command post communication systems during crisis and emergency situations; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the District safety and security services program; maintain and update Department procedures manual; identify opportunities for improving service delivery methods and procedures; review with appropriate staff and implement improvements.

Provide leadership in the development of school site and department programs as appropriate; conduct sensitive and confidential investigations in accordance with applicable laws, codes, rules and regulations; review reports of criminal activity and other investigations generated by assigned staff and take or make recommendations regarding appropriate action.

Manage two-way communication systems and department usage; issue and monitor safety and security services-issued uniforms, equipment and vehicles.

Respond to urgent or emergency needs at school sites and afterhours alarm calls; intervene in situations likely to result in disruption or injury; use preventative equipment designed for student control.

Review pending and existing legislation affecting school safety and security services and operations; recommend origination, modification and supportive legislative measures as appropriate.

Coordinate District safety and security services with local law enforcement agencies; establish, plan and conduct community relations programs to obtain public support and citizen cooperation in departmental programs and procedures.

Advise school administrators on police, security and protective measures; conduct in-service programs for school site personnel; provide training programs in police and security techniques and procedures; coordinate training and supervise campus security staff regarding District policies, procedures and standards of safe and effective campus security practices.

Maintain current knowledge of the Education Code, penal Code, Municipal Code, safety code and other codes and regulations affecting safety and security services activities and operations.

Establish and direct command post communication systems during crisis and emergency situations; monitor and provide support for school site emergency situations and preparedness; coordinate with outside first responder agencies and other stakeholders to plan, prepare and mitigate for District emergency response; conduct threat and vulnerability assessments at school and District sites.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the District Safety and Security Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a two-way radio communication system; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of a campus safety and security services program.

Education Code as it applies to student discipline and attendance.

Penal Code related to laws of arrest, search and seizure and use of force.

Codes and regulations pertaining to basic criminal behavior, weapons and trespass laws, drug and alcohol offenses, guardianship rights, parking regulations and other violations.

FCC regulations regarding two-way radio use.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the District safety and security services program.
Provide leadership in the development of school site and department programs as appropriate.
Respond to urgent or emergency needs at school sites and afterhours alarm calls.
Coordinate District safety and security services with local law enforcement agencies.
Advise school administrators on police, security and protective measures.
Establish and direct command post communication systems during crisis and emergency situations.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Operate a two-way radio communication system.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in Administration/Criminal Justice, a behavioral science or related field.

Experience: Five years increasingly responsible experience in the administration of a campus safety department.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

SB 1626 School Security Officer training.
POST Basic or Modular Academy Level 1.
Bike patrol training.
Baton training.
Oleoresin Capsicum User training.
Valid First Aid/CPR certificate issued by an authorized agency.
Professional Assault Crisis Training.
Incident Command System 100, 200, 300, 400, 700 and 800.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor environment.

Constant interruptions.

Seasonal heat and cold or adverse weather conditions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting and standing for extended periods of time.

Lifting, carrying, pushing or pulling heavy objects and equipment.

Walking to conduct inspections.

HAZARDS:

Exposure to dissatisfied or abusive individuals.