

ASSISTANT DIRECTOR OF SCHOOL SAFETY

JOB SUMMARY

Under the direction of the Director of School Safety, plan, organize and direct school safety and emergency preparedness operations and activities to provide safety and protection for District students, staff and property; oversee implementation of programs designed to offer alternatives to traditional methods of student discipline; promote and encourage a District and community school safety culture of belonging and well-being; train and supervise assigned personnel; 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 and direct the operations and activities of the Office of School Safety to provide safety and protection for District students, staff and property; assure compliance with local, State and federal laws. **E**
- Serve as incident commander and direct the emergency operations center during unusual occurrences; oversee and direct District emergency response activities to manmade and natural disasters; administer first aid and Cardio-Pulmonary Resuscitation (CPR) as necessary. **E**
- Participate in collaboration with the department director, community groups, local law enforcement, District staff and leaders, to recommend 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**
- Participate in the design, and oversee the 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 department and District in conducting equity reviews to track whether school, student and staff safety, security and emergency preparedness measures have unintended consequences for students. **E**
- Participate in the administration of emergency plans for District sites; identify safety hazards and potential liability issues and concerns at sites; assist in the implementation of a Standard Emergency Management System (S.E.M.S.). **E**

- Develop and modify departmental procedures and field operations; analyze patterns of activities that jeopardize safety at District sites and implement rapid and proactive solutions. **E**
- Train, supervise, and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; confer with department personnel regarding field assignments and work schedules. **E**
- Coordinate and conduct trainings for department personnel including workshops on juvenile behavior, alternatives to traditional correctional justice methods, and refresher courses on current laws and regulations for school district safety and State mandated training requirements. **E**
- Maintain current knowledge of laws, codes, rules trends and regulations related to school district safety, violence prevention, social, emotional and alternative justice support programs, and emergency preparedness policies and practices; develop and maintain current operational and procedural manuals related to department activities. **E**
- Prepare and distribute correspondence to site administrators, department personnel and others regarding school safety issues and procedures. **E**
- Participate in and direct the preparation and maintenance of a variety of reports, records, logs and files including automated dispatch systems, incident reports, training files and mandated crime reporting requirements; review incident reports for accuracy and clarity. **E**
- Implement operational guidelines for the Office of School Safety; participate in the formulation, coordination and 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; recommend 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**
- Participate in, and/or lead District threat assessment teams; ensure the integration of violence mitigation standards into district safety protocols. **E**
- Serve as a liaison with city, county and regional partners in violence prevention, safety and security spaces, as assigned. **E**
- Participate in the development and preparation of the annual preliminary budget for the department; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. **E**
- Participate in professional organizations and attend conferences and meetings that address school district safety issues such as gang prevention, crime and violence activities and prevention, alternatives to traditional correctional justice programs, and juvenile and adolescent behavior. **E**
- Communicate with District administrators, personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns; provide

advice to District personnel regarding students or employees suspected of committing criminal acts. ***E***

- Coordinate the development and implementation of District-wide school safety protection, crime and violence prevention, and alternatives to traditional correctional justice programs with local law enforcement agencies including truancy sweeps, vehicle patrol of District sites and activities of police officers stationed at District sites; establish and maintain ongoing relationships with local law enforcement and fire agencies to facilitate investigations and provide mutual support services. ***E***
- Drive a District vehicle to conduct work; operate a computer and assigned software; operate modern safety and protective equipment. ***E***
- Monitor department equipment and supply levels and order new or replacement items as necessary. ***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 Assistant Director of School Safety has daily operational responsibilities for the Office of School Safety. In this role, an incumbent reviews current activities and implements adjustments in department resources affecting patrol, investigation, gang activity, crime and violence prevention and support service activities. An incumbent is a member of local law enforcement organizations and associations that confer and exchange information on current criminal activities impacting communities and school systems. An incumbent provides ongoing advice to school site administrators on appropriate actions toward students or school staff suspected of injurious or criminal behavior toward others or District property.

EMPLOYMENT STANDARDS

Knowledge of:

Planning, organization and direction of District school safety and emergency preparedness activities.

Laws, codes, rules and regulations related to school district law enforcement and security.

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.

Local law enforcement and emergency service agencies.

Standard Emergency Management System implementation procedures.

Principles and practices of administration, training and supervision.

Basic concepts of child development and behavior.
Crime prevention and criminal investigation techniques.
Handgun use and safety measures.
Record-keeping and report preparation techniques.
Modern safety equipment including emergency radios and related communications equipment.
Budgeting preparation and control.
First aid and CPR techniques.
Operate a computer and assigned software
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize and direct school safety and emergency preparedness operations and activities.
Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.
Serve as a liaison and communicate with law enforcement agencies and community groups.
Effectively collaborate with a variety of District stakeholders.
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.
Assist in the implementation of a Standard Emergency Management System.
Train and evaluate the performance of assigned personnel.
Analyze situations accurately and adopt an effective course of action.
Understand and work within scope of authority.
Communicate effectively, both orally and in writing.
Monitor and control expenditures.
Perform first aid and CPR.
Prepare, maintain and direct the preparation of a variety of records and reports.
Prepare and deliver oral presentations.
Plan and organize work.
Operate modern safety equipment.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.

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 and completion of the Basic Police Officers Standard Training (P.O.S.T) academy.

Experience:

Four years of professional law enforcement or school safety experience including two in a supervisory capacity. 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 is required 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

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Contact with dissatisfied or abusive individuals.

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office and specialized equipment.

Seeing to read a variety of materials.

Hearing and speaking to exchange information and make presentations.

Climbing stairs and ramps.

Bending at the waist, kneeling or crouching.

Physical agility and stamina.

Walking or 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.

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