

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Supervisor - Campus Culture and Safety

Classification: Certificated Management

FLSA: Exempt

Reports to: Assigned Supervisor

Range: Certificated Management
Salary Schedule

EDUCATION AND EXPERIENCE

Advanced degree in area of specialty and three (3) years of increasingly responsible supervisory and management experience preferred in a K-12 setting providing prevention and intervention services to students.

LICENSES AND OTHER REQUIREMENTS

- Possess a valid California Administrative Services Credential or Certificate of Eligibility
- Possess a valid California credential authorizing service to K-12 in one or more of the following areas: teaching, school counseling, and/or school psychology
- Valid Driver's license

SUMMARY

Accountable for improving campus culture and safety; support schools, site leaders, and intervention staff, collaborate with all District departments and schools and to develop and integrate comprehensive and effective multi-tiered system of support (MTSS) including Positive Behavioral Interventions Supports (PBIS), and programs to eliminate harassment, intimidation, and bullying. Provide the necessary professional development to ensure the general welfare and safety of all students and staff as well as consultation, data collection, monitoring with feedback and program support. Coordinate the school crisis response programs in cooperation with the community and emergency service providers.

REPRESENTATIVE DUTIES (This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Provides leadership in the identification, design, implementation and evaluation of social emotional and behavior infrastructures aligned to the District MTSS and PBIS framework.
- Provides leadership in identifying and eliminating harassment, intimidation, and bullying across schools.
- Develops, plans and designs a variety of training modules for administrators, staff, and parents regarding the identification of alleged acts of intimidation, harassment, or bullying, as well as the implementation of best practices for preventing and responding to bullying situations; supporting the implementation of bullying prevention programs; and ensuring that victims of bullying receive appropriate support.
- Develops programs and provides services to promote a safe and an orderly environment in order to ensure a quality educational learning environment for all students and staff in schools.

- Implements a comprehensive restorative anti-harassment, intimidation, and bullying plan.
- Meets regularly with District and site administrators, and safety teams to discuss procedures and policies to identify, prevent and address school safety.
- Builds relationships and works collaboratively with staff such as, attendance staff, school psychologist, counselor, social worker, teachers, and administration to coordinate and implement strategies and interventions.
- Coordinate and maintain school safety and emergency response plans, as well as reviews and revises plans with school site administration and District leadership.
- Coordinates employee training for School Disaster and Emergency Management response, including online district wide emergency response system.
- Acts as a liaison with public safety authorities on all matters affecting school safety and security, including responsibility for coordinating functional exercises and safety drills.
- Recommends changes in safety systems and operations-based school safety reviews.
- Continuously coordinates with the District and school administration a review of educational delivery systems safety topics.
- Prepares and delivers training on school safety and security to support policy and enforcement, and strengthen prevention, mitigation and response capabilities.
- Conducts routine school-site visits, monitors and collects data in order to assess the effective implementation of PBIS program practices, as well as to assure that safety measures identified in a school-site School Safety Plan are practiced routinely.
- Coordinates with District and site administration regarding emerging needs and safety concerns at school sites and departments.
- Provides opportunities for parent forums and other educational efforts to demonstrate the importance of school safety
- Assists a diverse range of students individually or in groups regarding their social emotional, behavior, and learning needs to support students in achieving academic and social emotional behavioral success.
- Manages assigned projects, maintains, and reviews documents for accuracy of information and processes paperwork in reasonable, timely manner to meet the needs of the students, families, and sites.
- Attends and participates in department and site trainings and meetings related to job functions.
- Develops processes, proposals, presentations, reports, meeting agendas, correspondences, and other materials.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- MTSS, PBIS, Restorative Justice, and effective practices to reduce harassment, intimidation, and bullying.
- Community Resources available to diverse populations.

- District policies and procedures.
- School safety and related Education Code Regulations, including but not limited to School Safety Plans [EC 322280-32289].
- Establish and maintain rapport with students, staff, outside agencies, and the general community.
- Recognize areas of concern relating to school safety issues and propose or recommend appropriate solutions to problems.
- Exercise initiative and make independent decisions to effectively handle emergency coordination.
- Bullying intervention and prevention strategies.
- Design and develop high-quality charts, graphs, spreadsheets, presentations and written correspondence.
- Google Docs/Driver, Microsoft Office Suite, and Aeries.
- Appropriate usage of spelling, grammar, and punctuation.

Ability to:

- Evaluate programmatic activities to ensure compliance in accordance with governmental mandates and district wide goals.
- Demonstrate empathetic and interpersonal relationship skills.
- Operate a personal computer and other technologies e.g. iPad, email, and other electronic media
- Design and develop high-quality charts, graphs, spreadsheets, PowerPoint presentations and written correspondence.
- Express oral and written ideas clearly and effectively.
- Create thoughtful and comprehensive agendas, records, evaluations, logs and reports.
- Establish and maintain effective working relationships with a wide variety of stakeholders.
- Work a flexible schedule that may include evenings and weekends.
- Communicate, understand and follow both oral and written directions effectively.
- Apply integrity and trust in all situations.

WORKING CONDITIONS

Environment:

Indoor and outdoor work environment; driving own vehicle to conduct work; contact with dissatisfied individuals, parents and students; home visits.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, stoop, kneel and crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.