



MANAGER, SCHOOL SAFETY AND RISK PREVENTION

DEFINITION

Under general direction, manages the comprehensive training and support for county wide school safety programs in disaster response, crisis management, and student threat assessment; provides training, support, and oversight to the San Mateo County Student Threat Assessment Center offering prevention, intervention, and case management to all school districts in the event of threatening behaviors or concerns; develops and maintains partnerships with law enforcement, Child and Family Services, Probation, County Health and Behavior Health, County Attorney's Office, School Districts, community based organizations, and after school programs to develop, train, and update protocols for school safety and risk prevention initiatives; provides highly responsible and complex professional assistance to the Executive Director of Safe and Supportive Schools; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director, Safe and Supportive Schools. Exercises direct supervision over professional and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating School Safety and Risk prevention programs and services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget and contract administration and reporting, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides consultation as a subject matter expert to school sites, districts, and other County Offices of Education related to Student Threat Assessment, Emergency Response and Preparedness, and prevention strategies for school safety incidents.
- Develops and implements countywide protocols, procedures, and expectations related to school safety and security.
- Reviews threat assessment documentation presented by districts and school sites for concern and coordinates next step meetings as appropriate; communicates and consults with school site administrators and district leaders regarding student(s) of concern; advises on possible measures, discusses, and reviews supports available to help student(s).
- Facilitates student threat assessments on a weekly or as needed basis; provides outreach to appropriate school and district staff along with partner agencies relevant to the case and the county wide Student Threat Assessment Team (STAT); provides content expertise on prevention techniques, best practices,

- and services to support students of concern; provides confidential and sensitive investigations, maintains appropriate documentation, and provides follow-up case management.
- Coordinates the update of the Comprehensive School Safety Plan (CSSP) template for districts by reviewing the California Department of Education legal updates and requirements for school safety; provides template to Superintendents and district leaders and organizes meetings, training, and information sessions to assist districts in submission of CSSP documents.
 - Provides technical assistance to school sites and districts as they develop their CSSP and updates the County Office of Education internal and public CSSP by compliance deadline; facilitates training and consultation meetings with Office of Education schools to prepare CSSP; compiles CSSP for final approval for the Superintendent and presents to the School Board in compliance with California Department of Education requirements.
 - Manages the timely submission of all Comprehensive School Safety Plans (CSSP) for the school districts and charter schools in San Mateo County.
 - Develops trauma informed, developmentally appropriate lesson plans and curriculum to deliver emergency preparedness information for all grade levels; develops and implements the curriculum for Training the Trainer programs and provides oversight and coaching to trainers.
 - Responds to emergency situations at schools and districts; provides consultation, planning, and organization of response and resources; provides incident debriefing, counseling, and support for students, staff, district leaders, and parent/community as needed.
 - Monitors grant funding and administration and oversees the development of the budget by preparing cost estimates and projections and performs ongoing monitoring of expenditures to ensure compliance with budget provisions.
 - Manages and maintains appropriate records and files; compiles and updates records and data in accordance with federal and state guidelines for reporting purposes; checks and ensures accuracy of data.
 - Ensures staff observe and comply with all County Office of Education and mandated safety rules, regulations, and protocols.
 - Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a master's degree from an accredited college or university with major coursework in Psychology, Social Work, Counselling, or a closely related field; and
- Five years of increasingly responsible experience in education, school safety, risk prevention, social work, school counselling, or a closely related field.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.
- Possession of, a Licensed Marriage and Family Therapist qualification, to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Emergency and disaster preparedness, response, and recovery.
- Emergency operations systems and incident command structure.
- Psychological diagnoses, symptoms present in all age ranges, and effective intervention strategies.
- Trauma informed practices, resilience-based understanding of trauma processing and how it manifests in behavior.
- Behavioral threat assessment best practices and indicators of behaviors that demonstrate the possibility of targeted violence.
- Concepts and principles related to adult and child psychology, including theories of human behavior and personality development.
- Advanced working knowledge of the Education Code relative to student discipline, Title IX, civil rights, access to fair and appropriate education, and school safety compliance requirements.
- Practices, procedures, and techniques of training, coaching, and evaluation.
- Office of Education and mandated safety rules, regulations, and protocols.
- Public Agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Practices, procedures, and techniques involved in obtaining and maintaining grants and other funding sources and the preparation and development of related proposals and contracts.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and SMCOE staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the School Safety and Risk Prevention program.
- Understand the safety procedures, measures, and interventions that mitigate loss of life and damage in natural disasters, human threats, and climate related emergencies.
- Assess, evaluate, and provide appropriate treatment for individuals requiring crisis counselling.
- Conduct technical and administrative analysis on programs and services to identify and recommend changes and improvements based on program goals, guidelines, and respective experience.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare and administer grants and program budgets; allocate limited resources in a cost- effective manner.

- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Office of Education in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Employees in this classification are subject to on-call, which may include weekends, and 24-hour emergency call out with little or no notice.