

## COORDINATOR, SCHOOL SAFETY AND STUDENT SUPPORT

### DEFINITION

Under general direction, provide leadership and guidance to SMCOE student programs and San Mateo County School Districts in crisis management, substance abuse, suicide prevention, domestic violence, prevention programming, and education of healthy boundaries. The coordinator will assist with development and implementation of comprehensive safety plans and protocols to prevent and respond to potential threats and emergencies to ensure the safety and well-being of students, staff, and visitors. Responsibilities will include training, implementing plan development and support to local school districts, and collaboration with law enforcement, behavioral and mental health providers, and other County partners and stakeholders.

### 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.*

- Develop and implement school safety policies, procedures, and protocols to ensure a safe and secure learning environment.
- Research and develop educational modules that support prevention efforts for youth throughout the county.
- Conduct regular safety assessments and audits to identify potential vulnerabilities and recommend improvements.
- Research and develop trainings that reflect the most current changes in legislation regarding safety and student supports.
- Collaborative with school administrators to develop emergency response plans and conduct drills to

- ensure preparedness for various scenarios.
- Coordinate and provide training for staff on topics such as alternative means of correction, crisis intervention, conflict resolution, and progressive discipline.
- Prepares and delivers oral and written reports, recommendations, and presentations to the Board, committees, and parents.
- Understands and implements frameworks and programs that meet the needs of a culturally and linguistically diverse student population.
- Provide training to Campus Supervisors in building activities, de-escalation, and positive connecting.
- Maintain a strong working relationship with districts, fire department, local law enforcement and county-side prevention services.
- Stay current on emerging trends, best practices, and legal requirements related to school safety and student supports and make recommendations for continuous improvement.
- Serve as SMCOE lead in evidence-based practices in suicide prevention, active supervision, healthy boundaries and creating safe school environments.
- Develop, manage, and monitor budgets from multiple funding sources.
- 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 or a closely related field; and
- Secondary (6-8, 9-12) experience preferred.
- Familiarity and experience overseeing campus/district-wide response protocols and procedures.
- Three years of experience in school safety and student support.
- Strong leadership and management skills to coordinate and guide staff during challenging situations.

### **Licenses and Certifications:**

- Valid California Administrative Services Credential.
- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

### **Knowledge of:**

- Strong knowledge of school safety practices, protocols and procedures.
- Creating program development and enhancement opportunities.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Relevant federal, state, and local laws and regulations related to school safety and security.
- Policies and objectives of assigned programs and activities to meet needs of different groups.
- Adult learning and effective facilitation strategies.

### **Ability to:**

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

- Plan and lead group meetings and discussions using collaborative decision-making processes.
- Problem solves to assess and address potential risks and threats effectively.
- 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.
- Strong attention to detail to identify potential vulnerabilities and implement appropriate security measures.
- Maintain records and prepare reports.

### **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.

### **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.