

TITLE: ADMINISTRATOR, PROGRAM COORDINATOR, PUPIL SERVICES/SELPA (School Safety, Security, and PRA)

WORK YEAR: 220 Days

REPORTS TO: Director IV, Pupil Services

EDUCATION AND EXPERIENCE:

- California Administrative Credential
- English Learner authorization
- Master's Degree or higher
- Minimum of three (3) years of site administrator experience preferred
- Valid California Driver's License
- Bilingual preferred

PRIMARY FUNCTION:

Under the direction of the Director IV of Pupil Services, assists in the coordination, supervision, evaluation, and training of campus supervisors assigned to various locations throughout the district; supports the district's safety and disaster preparedness program; performs a variety of day-to-day coordination, overtime coordination and communication to ensure schools are staffed, operating safely and district sites are prepared in all aspects of safety and disaster preparedness; responds to emergency incidents and provides guidance, direction and support to site administrators to successfully mitigate emergency incidents; assists in the development and implementation of programs designed to increase safety and decrease violence; deters truancy; collaborates with law enforcement agencies serving District schools; and supports curriculum development and student learning by providing an environment where both staff and students feel safe and secure. Oversees the Public Records Act requests, ensuring timelines and procedures are followed in collaboration with Departments through the District. Perform, manage and coordinate a variety of technical duties in support of Pupil Services such as attendance, discipline and student welfare procedures; provide assistance to site level administrators as needed and serve as the liaison and coordinate communications and information related to Pupil Services.

ASSIGNED RESPONSIBILITIES:

- Coordinate, support, train, evaluate and assist in supervision of campus supervisors that are assigned to school sites and/or any other district locations.

- Coordinate staffing and monitor extra hours, overtime for district sponsored afterschool events/activities and/or special assignments where campus supervisors are needed.
- Provide direction and guidance to campus supervisors at school sites and other district locations to execute their tasks, duties and responsibilities.
- Create, develop, coordinate and document all professional development for campus supervisors.
- Enforce and ensure all district and school policies, rules, regulations and procedures are being followed.
- Plan, organize, coordinate, supervise and document district-wide fire, earthquake, active shooter, shelter-in-place and other drills as required.
- Receive, process and document all reported observations/investigations regarding unusual, suspicious and/or criminal activities happening throughout the district.
- Plan, organize and coordinate required, annual and/or routine walkthroughs at district sites to identify, document and report all safety and security concerns.
- Establish, develop, support and coordinate communication methods/protocols for campus supervisors throughout the district from day-to-day operations to emergencies/lockdown situations.
- Conduct regular security assessments, inspections and risk evaluations of school sites to ensure campus supervisors are properly assigned for the safety of students and staff.
- Prepare, maintain and process various logs, records and reports related to daily activities, events and incidents.
- Establish, foster and memorialize communication with School Resource Officers, local law enforcement, fire departments and other first responders regarding safety and disaster preparedness matters at district sites.
- Provide pertinent safety and disaster preparedness resources/support for campus supervisors, administrators and other stakeholders.
- Supervise, train, direct, guide, coach, support and disciplines assigned staff.
- Attend job-related meetings, training, events and activities.
- Travel from site to site, to assist and support campus supervisors, administrators and other stakeholders.
- Consult with and assist school personnel with resolving a variety of questions, conflicts, complaints and matters related to Pupil Services, including student enrollment, attendance, discipline, transfers and the District's Student Information System
- Provide technical assistance and consultation to school personnel in matters related to pupil welfare, attendance and discipline, including implementation of district policies, regulations and procedures
- Serve as a technical resource concerning assigned pupil services; respond to inquiries and provide detailed information concerning student transfers, placement, enrollment and related referrals, standards, practices, laws, codes, rules, regulations, policies and procedures

- Manage and hold Pre-Expulsion Review Conferences (PERCs) with schools, parents and students, following district procedures
- Manage and complete discipline reviews for readmission and reinstatement from suspended expulsion and expulsion cases; assist schools and families with establishing reinstatement conditions and monitor progress in meeting the conditions; meet with parents, school personnel and others, as needed. Collaborate with Alternative Education staff
- Consult with schools regarding student attendance, such as procedures, interventions, system wide improvement changes, and legal concerns and compliance
- Make referrals as needed by the Riverside County District Attorney, mental health agencies and other youth servicing agencies as directed by the School Attendance Review Board
- Analyze discipline and attendance data for assigned schools and make recommendations to site administration
- Consult and assist school site administration with jeopardy cases
- Provide guidance and follow up on school referrals for child welfare cases; make community contacts as needed
- Compile information, prepare and maintain a variety of records, reports, and files related to students, enrollment, alternative placements, referrals, transfers, CalPads, Student Information system, drop-outs, attendance, discipline, probation; distribute information as appropriate
- Initiate and receive phone calls concerning various Pupil Services matters, screen and route calls as directed, greet and assist visits, schedule and arrange appointment in support of Pupil Services
- Attend and participate in various district, school and service group meetings, workshops, in-services and truancy sweeps as assigned. Travel to assigned schools and make home visits as needed
- Learn policies and objectives of Pupil Services matters
- Provide assistance to staff, parents and others
- Understand and resolve conflict or complaints
- Compose correspondence and written materials independently or from oral instructions
- Oversee and monitor all Public Records Act (PRA) requests and timelines.
- Assist with Uniform Complaint Procedure (UCP)
- Perform other related duties as assigned

**ESSENTIAL JOB REQUIREMENTS -
QUALIFICATIONS: KNOWLEDGE OF:**

- Establish and maintain effective working relationships with students, staff, parents, law enforcement agencies and the community
- Principles of supervision
- State and local school policies relating to safety and discipline
- Campus safety principles, practices and procedures in educational settings
- Emergency management principles, disaster preparedness, Public Records Act, protocols

- California laws relating to minors including laws of search, seizure and evidence
- Security measures and devices
- Intervention techniques including physical and non physical
- Training techniques for staff and administrators
- Gang awareness relating to school safety
- Interpersonal skills, courtesy and patience
- Federal and State laws, rules, regulations and policies related to school safety, security and PRAs.

ABILITY TO:

- Establish training based on the needs of various locations
- Write clear and concise reports
- Communicate effectively both orally and in writing
- Motivate and manage a professional security staff
- Knowledge of current laws and regulations in relation to student discipline
- Analyze potentially dangerous situations, use good judgment and take appropriate action
- Learn, interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and professional working relationships with staff, the public, and other agency personnel
- Adapt to changing security and safety needs and emerging threats
- Manage multiple priorities and meet deadlines under pressure
- Effectively communicate and work with diverse groups of people
- Analyze and evaluate data for specific use
- Maintain confidentiality
- Prioritize workload and conflicting demands
- Effectively work in a demanding environment
- Work in a diverse socio-economic and multicultural community
- Demonstrate organizational, time management, analytical and problem solving skills
- Effectively communicate orally and in writing, with a variety of public, staff and management groups
- Maintain consistent, punctual and regular attendance

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to commute to various locations to conduct business.

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configuration