



TITLE: Campus Safety and Security Manager

WORK YEAR: 230 Days

REPORTS TO: Coordinator, Pupil Services/SELPA - School Safety, Security, and PRA

PRIMARY FUNCTION:

Under the direction of the Coordinator, Pupil Services/SELPA - School Safety, Security, and PRA, the Campus Safety and Security Liaison organizes and manages the provision of safety and security services for all K-12 schools within the District. This position acts as a primary liaison between school sites and Pupil Services to ensure a safe, secure learning environment through proactive monitoring, staff training, and collaborative incident response.

RESPONSIBILITIES:

- Program Management & Liaison: Act as a central point of contact between school sites and Pupil Services; collaborate with School Resource Officers (SROs) and law enforcement to coordinate safety efforts.
- Site Inspections: Conduct daily site visits to identify safety and security concerns; verify that gates and classroom doors are secured and that campus supervisors are at assigned posts.
- Training & Supervision: Manage the professional development and training of all K-12 campus supervisors; conduct surveys to identify and support staff needs.
- Operational Standards: Work with site administrators to develop and maintain detailed expectations and post orders for each campus supervisor position.
- Safety Support Team: Lead the District Safety Support Team to provide on-site de-escalation for protests, major altercations, and other critical incidents.
- Investigations: Assist in conducting and managing criminal, security, accident, and internal investigations as required.
- Event Planning: Coordinate and plan security logistics for major district events, including graduations, board meetings, and extracurricular activities.
- Prevention & Community Engagement: Organize and present crime prevention programs for K-12 students; collaborate with community groups regarding campus safety practices.
- Evaluation & Feedback: Facilitate "after-action" meetings with Assistant Principals and campus supervision teams to review incident responses and improve protocols.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern methods and procedures of campus security and safety.
- De-escalation techniques and crisis management protocols.
- Applicable sections of the State Education Code and other laws.
- Effective training methods and supervisory practices.

Ability to:

- Communicate effectively with diverse groups, including students, staff, and upset parents.
- Analyze complex safety situations and implement effective solutions quickly.
- Maintain a flexible schedule, including being "on-call" for emergencies.
- Maintain calm and professional composure during high-stress incidents.

EDUCATION AND EXPERIENCE:

- HS Diploma or equivalent and five (5) years of experience working with students in a school setting.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and availability of private transportation.
- Availability to serve in an "on-call" capacity.
- Ability to provide security coverage for after-hours meetings and events.

WORKING CONDITIONS:

- Environment: District office and school site environments; subject to driving a vehicle to conduct work.
- Physical Demands: Walking and standing for extended periods; physical agility to respond to emergency situations.
- Hazards: Exposure to potentially volatile situations and physical confrontations.