

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: District Safety/Security Manager

Classification: MSC Classified

Reports to: Assigned Supervisor

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's degree or four years of equivalent experience working in one of the following: Criminal Justice, Police Science, Public Administration or safety and security related field. In addition, experience working with school districts is preferred.

LICENSED AND OTHER REQUIREMENT

Driver's License and Use of Personal Vehicle *May Be* Required for Multi-Site Assignments; pass CPI (Crisis Prevention Intervention) certification within six months of appointment; certification in American Red Cross standard first aid and cardio-pulmonary resuscitation.

SUMMARY

The Safety and Security Manager is responsible for overseeing and directing all aspects of district safety and security operations. This role provides leadership in developing, implementing, and evaluating safety and security programs, including emergency management, security services, and compliance with local, state, and federal regulations. Key responsibilities include administering and coordinating Student Liaisons, oversight of School Resource Officers (SROs) support, leading the development of security and emergency plans, and ensuring effective implementation of safety initiatives across the district.

REPRESENTATIVE DUTIES (Incumbents may perform any combination of the essential functions shown below. 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.)

- Meets regularly with District and site administrators, and safety teams to discuss procedures and policies to identify, prevent and address school safety. Recommends changes in safety systems and operations-based school safety reviews.
- Builds relationships and works collaboratively with staff such as, attendance staff, school psychologist, counselor, social worker, teachers, and administration to coordinate and implement preventative safety strategies and interventions.
- Manages the District safety response team and advises the cabinet team in best practices approaches to address safety and security of students, employees, and facilities.
- Collects data and prepares a variety of reports for the purpose of documenting, monitoring, and assessing the impact of professional development and safety related practices/structures/systems.
- Coordinate and maintain school safety and emergency response plans, as well as reviews and revises plans with school site administration and District leadership.
- Manages, supervises, may conduct, and/or lead; emergency response plans, drills, safety and crisis management initiatives, current safety protocols, in alignment with the safety plans, federal, state, District, and local policy.
- Supports the implementation of the district-wide online emergency response system and informs

District Safety/Security Manager – Continued

decision-making processes. 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.

- Collaborates with school and community partners to gather input, develop, and deliver training for school disaster and emergency management, prepares and delivers training on school safety and security to support policy and enforcement, and strengthens preventative systems.
- Conducts routine school visits, monitors and collects data in order to assess the effective implementation of safety measures identified in a School Safety Plan or emergency preparedness policies.
- Coordinates with District and site administrators 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 and collects data to help drive decision making.
- Coordinates, manages, and provides ongoing professional development for School Resource Officers, Safety Student Liaisons, facilities security management personnel, administrators, and other staff deemed responsible for the safety, supervision, and security of students, staff, schools, and District facilities.
- Leads, in collaboration with Student Services and union partners, the District's Safety Committee; follows through with any next steps associated with that Committee and ensures alignment to our Board Policies and union bargaining agreements.
- Assists District and site admin, afterschool programs, and night custodial staff with site needs such as vandalism, trespassing, suspicious individuals on campus, school break-ins, drug and alcohol use on campus, and other crimes that require immediate assistance during afterschool hours.
- Supervises and may assist in conducting administrative related to school matters directly and/or in conjunction with local law enforcement.
- Assists local law enforcement agencies and the District with missing students, in alignment to board policies and federal, state, and local legislation.
- Coordinates with local law enforcement agencies such as Fresno Police/Sheriff's Department, Fresno County Probation, California Department of Corrections, and the Fresno County District Attorney's Office to implement intervention programs and services in collaboration with the Student Services department.
- Access control, security cameras, and communication systems to support District Safety and investigative needs.
- Coordinates and supervises the oversight of school facility safety and security in conjunction with County and City emergency agencies and District personnel (e.g., Cal- Fire, Fire Department, Sheriff Department, First Responders, and site Student Liaisons); Assists with emergency command posts, and access to parking lots, restrooms, and other facilities; coordinates evacuation orders and emergency responses.
- Develops and manages program budgets, monitors and approves program expenditures and prepares related reports; seeks, secures, and administers, or assists in administering grants for program and project funding.
- Establish positive and collaborative working relationships with District staff, students, families and the public.
- Perform related duties as assigned.

District Safety/Security Manager – Continued

KNOWLEDGE AND ABILITIES

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

Knowledge of:

- Law enforcement policies and procedures, crime prevention, investigations, public safety training, life safety programs and operations
- Justice system as it relates to students or criminal/civil activity in the school environment
- Performance management techniques
- District policy, procedures, organization, and locations
- Principles and practices associated with organization and management as applied to the administration, analysis, and evaluation of programs, policies, and operational needs
- Budgeting practices and procedures; special skills at facilitating group processes
- Special skills at facilitating group processes
- Conflict resolution techniques appropriate to deter situations from escalating
- Well-developed written language skills to prepare complex reports
- Well-developed human relations skills to communicate technical concepts to others

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, and use of appropriate District platforms/applications.
- 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 community and school partners.
- 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.
- Maintain confidentiality and abide by board policies.

WORKING CONDITIONS

Environment:

Outdoors and indoors environment, occasional inclement weather; driving a vehicle to conduct work; moderate and high stress levels; frequent contact with administration, school staff and students; exposure to dissatisfied individuals, verbal confrontations and physical altercations

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. Frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; hearing, sufficient with or without use of hearing aid, must be able to hear student requests and understand voice or speech patterns; frequent writing and/or keyboarding; moderate to high level of stress,

District Safety/Security Manager – Continued

ability to operate a computer and assigned software/programs.

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 related duties may be assigned.