

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL SAFETY AND SECURITY COORDINATOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent Human Resources, the School Safety and Security Coordinator manages the District's comprehensive emergency preparedness program. This position oversees the development, implementation, and maintenance of District and site emergency preparedness and safety plans for all school sites and District facilities. The Coordinator assists and advises administrators in the development, review, revision, and implementation of comprehensive school safety plans and emergency response procedures to ensure compliance with applicable laws, regulations and District policies.

ESSENTIAL DUTIES:

Assist in the development, implementation, monitoring and evaluation of District and school sites' emergency preparedness, emergency response and school safety plans.

Maintains a visible presence throughout the District facilities, school campuses and grounds to support a safe and secure learning and working environment.

Assist site administrators in the daily operation and implementation of safety and security procedures, protocols and emergency response measures; recommend improvements to school safety and emergency preparedness plans.

Conduct regular and random inspections of school sites including buildings, parking lots and vehicles to ensure schools safety; perform school safety audits and security assessments.

Collaborate closely with the School Resource Officers (SRO) in matters of public safety involving students and staff.

Develop a positive rapport with students, parents, teachers, staff, and community partners.

Participate with site safety teams in evaluating the effectiveness of current safety plans, policies, procedures and emergency response practices.

Evaluate the effectiveness of security equipment, including surveillance cameras, intrusion alarms, communication systems, and related technologies; assist in planning, implementation and district-wide communication strategies.

Assist site administrators with training, supervision, and evaluation of Campus Safety Monitors and Crossing Guards.

Assist in coordinating security measures for large school and District events, including athletic games, graduations and other special activities.

Coordinates with site administration and monitors fire drills, lock downs and other emergency procedure drills for the purpose of complying with established guidelines.

Assist with the timely and thorough investigation of incidents, vandalism and thefts and report criminal activity; prepare reports and coordinate with law enforcement agencies as appropriate.

Meet with the faculty, administrators and other personnel as needed; conduct regular meetings with Campus Safety Monitors on a regular basis to communicate clear expectations and ensure comprehension of tasks assigned.

Coordinate emergency simulation exercises and training activities with site safety teams and community emergency response agencies.

Attend professional development opportunities; conferences and workshops related to school safety, emergency preparedness, crisis management and security operations.

Participate in site and District safety team meetings; assist and conduct training for District personnel and students, including workshops, refresher courses on current laws, regulations, procedures, and District policies to provide clear expectations and support professional growth.

Communicate safety and security policies and enforcement expectations to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of a violation.

Attend and present information at meetings, trainings, Board of Trustees meetings as directed by Superintendent or Designee.

Coordinate with local law enforcement, fire departments and other appropriate health and safety professionals related to matters of public safety.

Research, recommend, and implement best practices designed to prevent and deter violence, enhance school security and promote a safe educational environment.

Serve as a liaison between the District in the area of Safety Plans/Emergency Services in cooperative relationships with community members, community agencies, district committees, and personnel in other organizational units.

Coordinate and organize staff and student training as necessary for implementation of the campus wide School Safety Plan. Serve as the Crisis Response Coordinator to direct emergency situations (e.g. active shooter, lockdowns, and drills, etc.) at schools.

Assist in the preparation and maintenance of a variety of records and reports. Maintains a variety of files and records for the purpose of ensuring the availability of information for future reference and/or audit for compliance to established policies.

OTHER DUTIES:

Perform related duties and responsibilities, and attend district and school events outside of the school day as required by the Assistant Superintendent, Human Resources, or designee, in order to accomplish the goals and objectives of the district.

KNOWLEDGE AND ABILITIES:

Federal, state and local regulations, laws, codes and ordinances relating to emergency services
School emergency preparedness procedures
Comprehensive Safe Schools Plan
In-depth knowledge of school campus systems and school site administrative processes
Policies, rules, and regulations concerning campus control, safety, and appropriate student behavior
Crowd control procedures, and the detection and identification of dangerous drugs and improper substances
Principles of supervision, training, and program administration
Demonstrated excellent oral and written communication skills
Research and development strategies, processes, and techniques
Demonstrated leadership and project organizational skills, (planning, implementing, evaluation)
Operation of personal computers and software, Google Docs, Microsoft Word, Excel, Outlook, and camera surveillance.

ABILITY TO:

Plan, organize, develop, and coordinate the activities of a broad range of programs and special services
Analyze program activities and implement procedures which will improve services
Ensure that programs and activities are carried out in compliance with district, state, and federal requirements
Serve as liaison with a variety of community and governmental organizations
Ability to work collaboratively with various groups and gain consensus related to project implementation and other problem solving.
Attend professional development opportunities at local and state levels.
Demonstrated strong and interpersonal skills and individuals, teams, and groups, (teachers, parents, administrators, and support staff).
Operate a computer and other office equipment as assigned; drive own vehicle to conduct work;
Have the capacity sufficient to perform other job tasks.
Communicate effectively both orally and in writing
Make effective public presentations of program information
Analyze situations accurately, and adopt an effective course of action
Maintain consistent, punctual, and regular attendance
Multi-task and deal effectively with constant interruptions
Ability to work a flexible schedule including work as directed outside of the school calendar.

EXPERIENCE AND EDUCATION:

Any combination equivalent to: Bachelor's degree in a related field (preferred); and two years Supervision experience in a school district, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Prefer certification in Risk Management, Security or Emergency Management.
The coordinator will maintain active collaboration with local law enforcement, emergency services, and educational safety organizations to ensure district practices align with current state and national standards.

AREAS OF ANNUAL TRAINING INCLUDE:

School threat assessment and behavioral intervention
Emergency operations and incident command systems (ICS/NIMS)
Campus supervision and de-escalation strategies
School site vulnerability assessments

Trauma-informed practices and student wellness
CPR/First Aid/AED certification
Crisis communication and reunification procedures
Emerging safety technologies and security systems
Legal updates related to school safety and student rights

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and access to private vehicle
Possession of valid First Aid and CPR certificates

WORKING CONDITIONS: ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in office, classroom and school environments.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:
Have dexterity of hands and fingers to operate a computer keyboard
Sit for extended periods of time
See to view a computer monitor and read a variety of materials
See, hear and speak with/without assistive devices sufficient to communicate effectively with others
Speak so that others may understand at normal levels and on the telephone
Lift and/or carry up to 25 lbs. at waist height for short distances
Reach overhead, above the shoulders and horizontally, grasp, push/pull
Bend, twist and stoop at the waist
Perform CPR maneuvers for an extended period of time
Ability to work extended hours without break during a crisis response

HAZARDS:

Employees may come in contact with dissatisfied or abusive individuals
Exposure to blood-borne pathogens and bodily fluids

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: August 25, 2022, June 25, 2026