Position: Coordinator III - Safety and Safe Schools	FLSA: Exempt	Work Days: 223
Reports to: Deputy Superintendent or Designee	Salary: Certificated Management Salary Schedule – Range D	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Coordinator III - Safety and Safe Schools supports the implementation and monitoring of districtwide student discipline systems, with a primary focus on suspension and expulsion processes. This position ensures compliance with legal requirements, provides guidance to staff, and supports students and families throughout disciplinary proceedings while promoting safe, supportive school environments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments
- Assist in coordinating and implementing districtwide student discipline systems, including suspension, expulsion, reinstatement, and related processes.
- Provide guidance and support to administrators, teachers, and counselors on student discipline matters, including legal requirements, due process, and district procedures.
- Ensure all discipline actions adhere to state and federal laws, district policies, and timelines, including protections for student rights.
- Manage expulsion processes, including intake, case review, hearings, reinstatement, and placement of students in appropriate educational settings, in accordance with legal requirements and district procedures.
- Coordinate and collaborate with legal counsel regarding student discipline cases and procedural compliance.
- Support the development, revision, and implementation of district policies and procedures related to student discipline, including suspensions, expulsions, transfers, and admissions.
- Collaborate with site administrators to review potential expulsion cases, determine appropriateness, and facilitate expulsion recommendation review processes.
- Develop and maintain systems for case management, documentation, and tracking of discipline actions.
- Track, analyze, and report discipline data, including suspension and expulsion trends; prepare regular reports for district leadership and the Board of Trustees.
- Conduct regular meetings with site administrators to review discipline data, trends, and best practices.
- Provide ongoing training and professional development for staff on student discipline policies, procedures, and best practices.
- Maintain communication with students and families throughout disciplinary actions; provide guidance and support to ensure understanding and engagement in the process.
- Collaborate with families to address concerns and promote positive outcomes for students.
- Work closely with Special Education staff to ensure compliance with laws related to students with disabilities, including manifestation determination processes.
- Coordinate with community agencies, including probation, child welfare, and mental health providers, to support students and families.

- Support daily operations of the Safety and Safe Schools Department, including responding to safety concerns, assisting sites, and managing communication systems (e.g., safety reporting lines).
- Coordinate and support student safety awareness initiatives and campaigns (e.g., bullying prevention, Red Ribbon Week).
- Conduct home visits as appropriate to support students and families and connect them with resources.
- Ensure all processes, records, and documentation are maintained in compliance with audit and legal requirements.
- Collaborate with district departments to align discipline practices with broader student support systems and school climate initiatives.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a master’s degree from an accredited college or university in education, educational leadership/administration, public administration, criminal justice, or a closely related field.
- Experience: Three years of progressively responsible experience in education, student services, school operations, safety, or a related public agency setting, including at least one year in a leadership,

coordination, or administrative role (such as site-level leadership, program coordination, or equivalent).

LICENSES AND CERTIFICATES

- Valid California driver's license
- Valid California Administrative Credential required