Position: Director - Safety and Safe Schools	FLSA: Exempt	Work Days: 223
Reports to: Deputy Superintendent or Designee	Salary: Classified Management Salary Schedule – Range C	

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:

Under the direction of the Deputy Superintendent, the Director - Safety and Safe Schools plans, organizes, and coordinates the district's comprehensive safety prevention, emergency planning, crisis response and recovery programs. This position ensures schools and departments are prepared to prevent, respond to, and recover from emergencies, supporting safe, secure, and supportive learning environments where all students can achieve their personal best.

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.
- Plan, organize, and direct the district's safety, crisis response, and emergency preparedness programs to ensure safe and secure school environments.
- Develop, implement, maintain, and evaluate district and site emergency operations, crisis response, and comprehensive school safety plans; ensure compliance with applicable laws, regulations, and district guidelines.
- Manage daily safety and emergency preparedness operations, providing guidance and support to school sites and departments in implementing effective safety and crisis response procedures.
- Design and deliver training for staff and administrators on emergency preparedness, Incident Command System (ICS), crisis response, recovery strategies, and compliance protocols.
- Lead and evaluate emergency drills, simulations, and preparedness exercises in collaboration with school sites, law enforcement, and public safety agencies; assess performance and implement improvements.
- Identify safety risks, investigate incidents and complaints, and develop prevention, intervention, and corrective action strategies to strengthen school safety and reduce future incidents.
- Support post-crisis recovery planning and response to promote the well-being of students, staff, and school communities.
- Supervise, evaluate, and develop assigned staff; maintain required records, reports, and documentation related to student discipline, safety, compliance, and emergency preparedness.
- Serve as the Title IX Coordinator for students, ensuring compliance with Title IX regulations, training requirements, communication standards, documentation procedures, and reporting responsibilities.
- Collaborate with local law enforcement, emergency responders, and community agencies to strengthen partnerships and coordinated response efforts.
- Ensure compliance with all applicable federal, state, and local laws and regulations related to school safety and emergency preparedness.
- Prepare reports and presentations for the Deputy Superintendent, Cabinet, and Board of Trustees as needed.
- 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, emergency management, or a closely related field.
- Experience: Five years of progressively responsible experience in education, school operations, safety, emergency management, or a related public agency setting, including at least three years in a leadership or administrative role (such as principal, district administrator, coordinator, or equivalent).

LICENSES AND CERTIFICATES

- Valid California driver’s license