Position: Executive Director - Safety Operations	FLSA: Exempt	Work Days: 223
Reports to: Deputy Superintendent or Designee	Salary: Classified Management Salary Schedule – Range B	

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 Executive Director - Safety Operations provides strategic planning and coordination of the district's Safety and Safe Schools department daily field operations to ensure efficient and effective prevention, response and communication to all safety and security concerns in conjunction with other district and community resources.

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.
- Coordinates the day-to-day operation and oversight of the district's team of School Safety Officer and Safety and Climate Liaisons and other staff as assigned.
- Consults with school site administration and department leaders on safety-related issues and/or concerns with an emphasis on prevention, response and recovery.
- Coordinates the contracting and deployment of contracted law enforcement or security personnel as needed.
- Coordinates and manages the safety and security set up and support for district Board Meetings.
- Serves as a liaison of the district at community events to present on efforts to maintain and improve safety of students, schools and community as directed.
- Ensures safety and security efforts are delivered in an equitable fashion for all students, district staff, and school communities.
- Assists with preparing and executing the district's emergency operations plans during crisis situations in accordance with the established guidelines of the National Incident Command System model, as directed.
- Participates in the evaluation of emergency response efforts and provides recommendations for improvements.
- Develops systems, processes and best practices which allow for the appropriate collection of data to be used in evaluating effectiveness of safety and security efforts.
- Ensures systems and structures are in place for effective use of the district's Safety communication systems.
- Consistently reviews measures of effectiveness in safety and security efforts and may provide recommendations for improvements based upon data and direct observation.
- Supervises, trains and evaluates the performance of assigned staff and assists with disciplinary actions and meetings as necessary.
- Identifies and reviews staffing needs with management and participates in the interview and selection process.
- Assists with ensuring the appropriate physical security measures are established to protect sensitive information and electronically recorded data.
- 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 education and experience equivalent to a bachelor’s degree from an accredited college or university and a minimum of five years of experience working in a K-12 school system, law enforcement, firefighting, crisis management, crisis communication, or related field; significant coursework in the National Incident Management System (NIMS) is highly desirable; prior experience working in large school districts/systems is preferred.

LICENSES AND CERTIFICATES

- Valid California driver’s license