

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 position will be managing the District's comprehensive emergency preparedness program, including oversight of the District emergency preparedness and site safety plans for school sites and District offices, assisting and advising administrators in the development and/or revision of school emergency plans.

ESSENTIAL DUTIES:

Assist and monitor the development, implementation and evaluation of school sites' emergency preparedness and safety plans.

Maintains high visibility throughout the school's buildings and grounds.

Collaborates closely with the school resource officer (SRO) in matters of public safety involving students and staff.

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

In collaboration with site safety teams, evaluates the strengths and challenges of current safety plans, policies and procedures.

Evaluates the effectiveness of security and surveillance equipment on school district properties.

Assists with the implementation of safety and security protocols to ensure a safe school environment.

Recommends additions and improvements to the safety emergency plans for each school site.

Assist site administration in the daily operations of ensuring a safe school environment.

Conducts random checks of school sites including: Buildings, Parking Lots and Vehicles to ensure schools safety.

Assist site administration with training of campus monitors and crossing guards.

Assist site administration with arranging security for large events – football games, graduation, etc.

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 timely and thorough investigation of incidents, vandalism and thefts and report criminal activity, meet with the faculty and administrators and other personnel, as needed; schedule meetings with Campus Safety Monitors on a regular basis to provide clear expectations and ensure comprehension of tasks assigned.

Assist with the evaluation, planning, implementation and monitoring of intrusion alarms, surveillance cameras, district-wide communication strategies:

Conduct school site safety audits and reviews.

Coordinate emergency simulation drills with site safety teams.

Attend professional development opportunities; conferences and workshops on school safety matters.

Participates 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. Coordinate and organize staff and student training as necessary for implementation of the campus wide School Safety Plan. Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.

Serve as the Crisis Response Coordinator to direct emergency situations (e.g. active shooter, lockdowns, and drills, etc.) at schools.

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

Coordinates with local law enforcement and other appropriate health and safety professionals in matters of public safety.

Researches, recommends, and implements procedures of best practices to prevent and deter violence at schools.

Act as liaison and represent 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 and offices.

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:

Performs other duties and responsibilities 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, Microsoft Word, Excel and Outlook.

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 experience in school district administration, 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.

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:
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.

ADMINISTRATIVE SALARY SCHEDULE: RANGE 308