

DELANO UNION SCHOOL DISTRICT
DIRECTOR OF SAFETY AND SECURITY

JOB SUMMARY:

Under the supervision of the Superintendent or designee, the Director of Safety and Security is responsible for ensuring a safe and secure environment for all District students, staff and visitors; for ensuring that the District is prepared to effectively respond to all emergencies that might affect the safety or security of students and staff; for developing, implementing, and managing programs designed to effectively address the safety and security of the District; for providing training programs pertaining to matters of safety and security; for acting as the District liaison to local, state, and federal law enforcement agencies regarding safety and security; and for performing other related duties as assigned.

REQUIRED QUALIFICATIONS:

1. Current administrative services credential.
2. Bachelor's Degree; Master's Degree in law enforcement, public safety, educational administration, or management is preferred.
3. A minimum of five successful years in a leadership role in safety and security, preferably in school safety and security; a minimum of one year of experience serving students and families in an educational setting is preferred.
4. Demonstrated interpersonal and organizational skills; demonstrated leadership ability and the capacity to work successfully as part of a team; demonstrated commitment to positive, collaborative, professional relationships with students, staff, parents and community.

KNOWLEDGE, SKILLS, AND ABILITIES

- A. Knowledge of safety and law enforcement policies and procedures, crime prevention, investigations, public safety training, and crisis management operations.
- B. Knowledge of state, local, and Board policies and procedures regarding the administration of safety/security programs.
- C. Knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules, and regulations.

- D. Knowledge of state and local government disaster recovery protocols.
- E. Experience in evaluating the effectiveness of school safety/security programs and make recommendations for improvements.
- F. Experience in formulating preventative and/or corrective procedures relating to school safety/security.
- G. Experience in developing, implementing and conducting school safety/security training programs and presenting information to administration, public groups, and/or boards.
- H. Ability to communicate effectively verbally and in writing.
- I. Ability to use computer hardware and software applications and other relevant technology in the performance of job responsibilities.

ESSENTIAL FUNCTIONS OF THIS POSITION:

- A. Formulates safety and security policies and procedures to comply with state law and assists District schools and facilities in the development of site-specific procedures.
- B. Conducts safety and security assessments at each District school and facility and provide recommendations to the Superintendent or designee as to which strategies and activities will improve safety and security.
- C. Establishes emergency management preparedness procedures to be used in the development of the District's crisis emergency plan. Works with administrators and managers in identifying emergency evacuation procedures for each school and facility, assisting in the evacuation of schools and facilities during any emergency situation.
- D. Establishes threat assessment teams at each school based on local, state and Board policies.
- E. Establishes emergency drills and related procedures. Formulates policies and procedures for emergency drills in cooperation with public service agencies, including but not limited to fire, natural disaster, bomb threat, toxic exposure and active shooter.
- F. Facilitates the maintenance of safe school environments by assisting schools in identifying students who may pose a threat of violence or personal harm to self or others; works with Student Support Services and others trained in crisis intervention to provide emergency intervention/assessment.

- G. Collaborates with District administrators and managers to develop and implement programs to promote safe and responsible conduct among students.
- H. Provides necessary technical assistance, training, and resources to students, district staff, faculty, and the threat assessment teams related to District safety and security, including but not limited to active shooter training.
- I. Establishes schedules to test emergency communication systems to ensure the necessary functionality and coverage capacity.
- J. Coordinates the collection, analysis and annual reporting of all safety and security data and information as required by local, state and federal agencies.
- K. Perform physical audits of schools/buildings and will recommend, coordinate, and collaborate with the Maintenance, Operations, and Transportation and the Information Technology departments in recommending to improve, plan, and maintain safe and secure schools/buildings, including but not limited to the development, installation and maintenance of the district video surveillance, as well as building access management and control, radio communications systems, burglary alarm systems, and other security systems.
- L. Serves as the preparedness coordinator for the District and participates and works with the county emergency management team during emergency activations.
- M. Defines, develops, implements, and continually enhances safety and security programs to provide reasonable protection for staff and students in District facilities.
- N. Serves as a liaison between the District, public safety agencies, community law enforcement agencies, emergency management agencies, fire departments, and school resource officers in the development and implementation of District-wide safety/security plans. Monitors the daily operation of the school resource officer program and other law enforcement issues as it relates to school campuses and District property.
- O. Communicate effectively with the public, staff members, administrators and other contact persons using tact and good judgment.
- P. Represent the District in community safety groups, county organizations, and programs.
- Q. Maintain expertise in assigned areas to fulfill position goals and objectives; attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues, keeping informed and disseminating information about current research, trends, and best practices in areas of responsibility.

- R. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- S. Prepare or assist in the preparation of all required reports; maintain all appropriate records, departmental paperwork including but not limited to Board agenda items, purchase orders, and various plans and procedures.
- T. Demonstrate initiative in identifying potential problems or opportunities for improvement.
- U. Updates, interprets, and distributes all board policies.
- V. Assist with the implementation of District social services and mental health intervention program.
- W. Initiates anti-bullying initiatives, staff development, and assemblies for students and staff.
- X. Oversee and maintain the District web site to assure everything is current and meet the exemplary standards of the District including materials, pictures and written content.
- Y. Oversees risk management and investigations. Including internal employee investigations.
- Z. Performs other administrative duties as assigned by Superintendent or administrative designee.

ESSENTIAL PHYSICAL FUNCTIONS OF THE POSITION

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis:

- | | |
|---------------------------|--------------------------------|
| 1. Seldom = Less than 25% | 3. Often = 51.75 |
| 2. Occasional = 25 - 50% | 4. Very Frequent = 76% & above |

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand and circulate for extended periods of time.
- 3 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.

- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
- 2 g. Ability to lift 10 lbs.
- 2 h. Ability to carry 15 lbs.
- 2 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Gives, understands, and carries out oral and written directions; works effectively in challenging situations and in changing conditions.
3. Effectively operates the student information computer software.
4. Prioritizes and schedules work.
5. Maintains and establishes appropriate confidentiality of materials.
6. Meets timelines and schedules.

Employee: _____ Date: _____

Authorized Representative: _____ 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 their responsibilities, duties and skills required of personnel so classified.

Board Approved: 7/9/18