JOB DESCRIPTION

San Leandro Unified School District

Director of Safety and Emergency Services

Purpose Statement

The job of Director of Safety and Emergency Services is done for the purpose/s of providing support to the safety of our students, employees, families, and community members with specific responsibilities for developing, implementing and managing programs designed to effectively address safety, security, and the emergency preparedness needs of the District; ensuring that safety programs and services are compliant with State and Federal requirements and/or reflecting best practices; providing training and support for the implementation of safety plans, programs, and services; and working with outside agencies to ensure that SLUSD programs are aligned with and supported by these agencies.

This job reports directly to the superintendent or designee.

Essential Functions

- Coordinates a comprehensive school safety and security program consisting of policy and procedure development for the purpose of ensuring that all sites and departments have current plans in place.
- Implements programs and services related to prevention, intervention, and crisis management for the purpose of meeting site needs in these areas.
- Monitors the implementation of programs and inspects sites for the purpose of ensuring fidelity of program development and the identification of site safety problems.
- Serves as liaison with local law enforcement agencies to monitor daily operation of the School Resource Officer (SRO) program and other law enforcement issues on or affecting school campuses, students, staff or other District facilities for the purpose of aligning district needs with law enforcement services.
- Works directly with local law enforcement agencies during critical incident situations and follow-up activities involving school campuses, students, staff or District property for the purpose of ensuring the continuity of safety services between the district and emergency services.
- Advises and assists District personnel on matters involving criminal activities on school campuses or District facilities for the purpose of supporting site and district administrators and staff.
- Assists in the development and implementation of security plans for special events involving school facilities within the District's jurisdiction for the purpose of creating safe events for District stakeholders.
- Provides and/or facilitates training and assistance to District personnel on matters of safety, security and emergency preparedness for the purpose of preparing staff to address safety, security, and emergency matters.

- Develops, implements and maintains the District's Emergency Operations Center (EOC) for the purpose of establishing centralized support for emergency response situations.
- Functions as the District's Emergency Manager during Emergency Operations Center (EOC) activities for the purpose of providing leadership during emergency situations.
- Develops, implements and maintains the District's Emergency Operations Plan (EOP) for the purpose of ensuring the District has a clear and compliant EOP.
- Develops, implements and maintains School Site Emergency Operations Plans, as well as, emergency response plans for the District for the purpose of ensuring sites are prepared with plans that are aligned with the District's EOP.
- Directs, coordinates and conducts periodic assessments/audits of school facilities and grounds to determine safety and security issues and develops Corrective Action Reports for the purpose of ensuring school sites and departments maintain up to date plans and procedures.
- Coordinates with Principals, Site Administrators, Maintenance and Facilities personnel to address and correct safety/security issues identified in Corrective Action Reports for the purpose of ensuring that safety issues are addressed in a timely manner.
- Prepares memos, reports, drawings, etc., related to safety and security issues on school campuses and District facilities for the purpose of communicating clearly with District stakeholders.
- Oversees the implementation and evaluation of the District's Campus Supervisor Safety and Security program for the purpose of creating continuity between and among campus security professionals at District sites.
- Serves as liaison with first responder organizations at the local, State and Federal levels on matters pertaining to security, safety and emergency preparedness for to develop efficiency and continuity between organizations.
- Reviews reports of criminal activity occurring at school campuses and District facilities and compiles statistics as required by the Superintendent for the purpose of monitoring, tracking and communicating this information.
- Provides periodic reports to the Superintendent and Board of Trustees on matters pertaining to safety, security and emergency preparedness for the purpose of communicating information to District leadership.
- Works with designated District staff to create timely and accurate communications related to safety, security, emergency situations for the purpose of disseminating critical and timely information to District stakeholders.
- Oversees and facilitates the District's emergency drill schedule for the purpose of ensuring compliance with regulatory requirements.
- Communicates with administrators, personnel and outside organizations and agencies for the purpose of coordinating safety, security and emergency preparedness activities, resolving issues and conflicts and exchanging information.
- Builds and maintains relationships and partnerships with key intergovernmental stakeholders as the community at large for the purpose of advancing the District's professional image.

- Facilitates meetings or serves on committees that involve safety, security and emergency preparedness matters for the purpose coordinating preparedness efforts.
- Participates in professional organizations and committees related to safety, security and emergency preparedness for the purpose of staying current on policies, procedures, and systems.
- Compiles data from a wide variety of sources for the purpose of analyzing issues for the purpose of ensuring compliance with established policies and procedures, and/or monitoring program compliance.
- Identifies, reviews, evaluates and recommends new technologies and/or equipment that for the purpose of enhancing the overall safety, security and emergency preparedness of the District.
- Oversees the installation and maintenance of all security and safety related equipment for the purpose of ensuring consistent implementation across the district.
- Performs managerial and administrative duties relating to the safety, security and emergency preparedness budget and monitors expenditures for the purpose of ensuring that program implementation is fiscally responsible.
- Develops annual goals, strategies and objectives for matters involving safety, security and emergency preparedness for the purpose of creating a clear, comprehensive annual plan to address district needs.
- Reviews and recommends revisions of school board policies and budget initiatives affecting school safety, security and emergency preparedness for the purpose of aligning programs and services with District policies.
- Manages the District's camera system to ensure for the purpose of ensuring optimal functionality
- Coordinates material generated from District resources for the purpose of supporting actions related to criminal/civil matters.
- Manages and monitors all communication systems pertaining to district safety needs for the purpose of ensuring optimal functionality.
- Manages and monitors district safety equipment, such as automated external defibrillators (AED), for the purpose of ensuring site preparedness for emergency situations.
- Applies for grants, as directed, for the purpose of enhancing district preparedness and response resources.

Other Functions

- Performs other related duties as assigned by the Superintendent or designee for the purpose of ensuring the efficient and effective functioning of the District's Safety, Security and Emergency Preparedness program.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily

perform the functions of the job include: excellent managerial, administrative and communication capabilities; operating standard office equipment; using pertinent software applications; plan, policy and procedure development; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read and understand a variety of manuals, create documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accurate record keeping; knowledge of codes/laws/rules/regulations/policies; school safety and security practices; methods of investigation; emergency preparedness processes; and law enforcement functions.

ABILITY is required to schedule activities and/or meetings; collate data; use basic, job-related equipment; convey directions both verbally and in writing; perform critical analysis; and program development and implementation. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with and manage a diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with and managing diverse groups; maintaining confidentiality; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and working with confidential information. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant climbing and balancing, stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 40% sitting, 40% walking, and 20% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience	Related experience in law enforcement, emergency preparedness and/or security organization is required. Managerial, administrative, or supervisory experience required.
Education	Bachelor's degree in related field or equivalent.
Equivalency	

Required Testing

Continuing Education/Training

Certificates

Clearances

Criminal Justice Fingerprints/Background Clearance
TB Screen

FLSA Status	Board Approval Date	Salary Range
Exempt		Classified Management: R10