



PERSONNEL COMMISSION

Class Code: 5007
Salary Range: 57 (M2)

CHIEF OF SCHOOL SAFETY & EMERGENCY PREPAREDNESS

JOB SUMMARY

Under administrative direction of the Superintendent of Schools, develop, plan, organize, supervise and implement the objectives, activities and staff for the Office of School Safety and Emergency Preparedness; develop plans and coordinate activities of the District emergency preparedness program; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, control and direct school safety services and emergency preparedness activities according to District standards and regulations. **E**
- Advise administrators and appropriate staff on security and protective services provided by department programs and personnel; organize and conduct related in-service training, seminars and workshops. **E**
- Develop and oversee development of operational guidelines for the Office of School Safety and Emergency Preparedness; formulate and coordinate implementation of school safety goals and objectives. **E**
- Direct and participate in confidential and sensitive internal investigations as directed by the Superintendent; conduct internal investigations on safety department staff as warranted; review reports of investigations conducted by department staff and recommend follow-up actions as appropriate. **E**
- Recommend and develop school safety, security and emergency preparedness programs and standard operating procedures; research and report to administration on legislation, issues and trends in school District safety and security laws and trends. **E**
- Develop, prepare and monitor the school safety and emergency management annual budgets; control and authorize expenditures in accordance with established District guidelines. **E**
- Provide functional supervision of field assignments, patrol routes and scheduling of work shifts of the District school safety force. **E**
- Develop an emergency preparedness plan based on the California Standardized Emergency Management System (SEMS); develop and maintain a manual of operational procedures; provide regular training on District SEMS plans. **E**
- Work closely with law enforcement personnel in district municipalities on crime prevention and the apprehension of those who commit crimes against students,

employees, District property or equipment; establish a cooperative traffic enforcement program with local police departments. *E*

- Develop and maintain a variety of security, safety and emergency preparedness training programs for the District school safety force, administration, and designated key District personnel; inform of changes in regulations, policies and implications of new or amended laws. *E*
- Survey District sites to assess conditions and recommend improvements in safety and security for employees, students, facilities and equipment. *E*
- Make presentations before groups for such purposes as to clarify the role of the District school safety force, to explain emergency preparedness and District emergency response plans; and other related safety and security issues. *E*
- Identify and analyze existing and potential hazards and dangers to students, employees and the public in the event of a major disaster in the District, civil unrest, acts of violence by groups or individuals, and make plans for various levels of response; coordinate emergency preparedness procedures with District environmental health and safety personnel. *E*
- Analyze and respond to school site emergencies and determine appropriate actions; maintain at the ready an emergency command system, including an Emergency Operations Center and an alternate or mobile center as a site from which designated personnel will direct and control operations during an emergency; alert key District officials in the event of an emergency; direct the maintenance and installation of emergency communications systems. *E*
- Serve as liaison and consult with disaster service agencies such as the State Office of Emergency Services and law enforcement and fire, building and parks and recreation departments of municipalities within the District. *E*
- Assess and make an inventory of the District work force, student populations and material resources that would be affected by and or be available as resources in the event of a major disaster event and consequent emergency; develop an inspection system that includes all District sites having minimum levels of supplies and equipment. *E*
- Secure technical and financial assistance available through State and Federal programs and District business partnerships. *E*
- Keep current on techniques in emergency response and changes in laws affecting emergency management measures. *E*
- Communicate news and information regarding emergency preparedness to District personnel by means of appropriate media. *E*

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Chief of School Safety & Emergency Preparedness provides administrative direction and leadership to the Office of School Safety and Emergency Preparedness in carrying out the readiness for the prevention and investigation of security and/or

criminal events, ongoing training requirements and assessment of the effectiveness of the security force to meet its stated objectives. The incumbent also develops and implements the District's emergency preparedness program and maintains ongoing policy and management liaison with federal and state agencies, local police and emergency services agencies.

EMPLOYMENT STANDARDS**Knowledge of:**

Laws, codes and ordinances used in law enforcement.
Organization, work management and personnel supervision.
Basic concepts of child development and behavior.
Crime prevention techniques.
Modern safety and protective procedures and equipment.
Handgun use and safety measures.
Basic first aid and Cardio Pulmonary Resuscitation (CPR) certification.
Public relations and community organizations and local government.
Public disaster preparedness organizations, plans and communications search and rescue, including triage and the Incident Command System and Standardized Emergency Management System (SEMS).
Emergency communications techniques including equipment and its use.

Ability to:

Direct and supervise personnel performing assigned functions relating to security and emergency preparedness.
Analyze situations accurately and adopt an effective course of action.
Design and direct training of District security personnel and designated emergency response personnel.
Direct activities which prevent crimes.
Prepare clear, concise oral and written reports.
Make presentations before groups.
Operate radio equipment.
Operate office equipment such as computer, keyboard and multi-line telephone.
Establish and maintain effective relationships with community organizations, the public and representatives of other governmental agencies.

Education and Training:

Graduation from an accredited four year college or university with a bachelors degree in police science, criminal justice, law enforcement or a closely related field.

Both Basic Police Officers Standard and Training POST certification and possession of a California POST Supervisory or Management course certificate are required at time of application.

Experience:

At least five years of professional law enforcement experience, three of which must have included direct supervision and training of law enforcement personnel, is required. Law enforcement experience in educational institutions is desirable.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities, may be considered.

SPECIAL REQUIREMENTS

Prior to employment in this classification, successful candidates must pass a physical examination, comprehensive background investigation and psychological evaluation.

Possession of valid California Class C Driver's license at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents must qualify periodically with a District approved firearm at a specified police or sheriff's range.

WORKING ENVIRONMENT

Office environment.

Outdoor environment.

Visit to school sites.

Travel to community organizations and local government agencies.

Exposure to verbal abuse.

Potential physical hazards involved in intervention in anti-social, illegal or violent behavior.

Possible fights and confrontations.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.

Seeing to review and analyze reports, documents or other records.

Hearing and speaking to exchange information in person, electronically, telephonically.

Speaking to be heard before crowds and groups of people.

Climbing stairs and ramps.

Walking and standing for extended periods of time.

Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 4/17/97

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