

# **ELK GROVE UNIFIED SCHOOL DISTRICT**

## **CLASS TITLE: SCHOOL SAFETY AND SECURITY COORDINATOR**

### **BASIC FUNCTION:**

Under the direction of the Director of Safety and Security, direct school security and safety projects and services; manage and direct day-to-day operations of security personnel; coordinate and monitor related programs including Student Probation and Crisis Intervention; serve as an informational resource to faculty, staff and administrators; train and supervise the performance of assigned personnel.

### **DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSIFICATIONS**

Director of Safety and Security plans, organizes, administers and directs activities related to school law-enforcement operations, patrol investigations, or support services, including personnel matters of the District Safety and Security Department.

School Safety and Security Coordinator plans, organizes, and directs the day-to-day activities of the District Safety and Security personnel.

School Safety and Security Supervisor personnel when assigned, patrols, and implements District-wide security activities, programs and operations and provides training for the Safety and Security Department.

### **ESSENTIAL FUNCTIONS:**

Plan, organize, control and direct school security and safety projects and services; respond to security related complaints; assess District security needs and provide recommendations as appropriate.

Coordinate and monitor related programs including Student Probation and Crisis Intervention; organize safety education programs for students and parents; develop procedures and methods for security personnel.

Serve as an informational resource to faculty, staff and administrators concerning laws related to minors, intervention techniques, classroom safety strategies and psychological services; consult parents concerning programs and services available to students exhibiting high risk behavior; respond to inquiries and provide information.

Train and supervise the performance of assigned personnel.

Provide technical expertise, information and assistance to the Director of Safety and Security regarding school safety and security programs; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Provide assistance to the Director of Safety and Security regarding the development and revision of procedures and methods for protecting District personnel and property and advise personnel regarding these measures.

Provide assistance to the Director of Safety and Security in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; coordinate research and collection of security and safety related data and information.

Provide assistance to the Director of Safety and Security in the development and preparation of the annual preliminary budget for school safety and security programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Perform related duties as assigned.

### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Planning and organization of school safety and security.
- Investigative procedures and techniques.
- Student rights, preventative security measures and court and expulsion procedures.
- Emergency preparedness programs.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

#### **ABILITY TO:**

- Plan and organize school security and safety projects and services.
- Coordinate and monitor related programs including Truancy Intervention, Student Probation and Crisis Intervention.
- Serve as an informational resource to faculty, staff and administrators.
- Supervise the performance of assigned personnel.
- Investigate security complaints.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.

- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.  
Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information and make presentations.
- Move hands and fingers to operate a computer keyboard.
- See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree in criminal justice, police science or related field and five years increasingly responsible experience in the administration of police, security or safety programs.

**LICENSES AND OTHER REQUIREMENTS:**

Successful Completion of 832 Penal Code Course.

Possession of a valid First Aid, CPR and AED Certificate issued by the American Red Cross or other authorized agency identified by Elk Grove Unified School District, within six months of initial employment. No online courses for CPR and AED will be accepted. Additionally, the Certificate must be renewed before its expiration.

Physical examination at District expense may be required.

Valid California Class C driver's license.

**WORKING CONDITIONS:**

Indoor and outdoor work environment.

Working evening, weekend and holidays.

Emergency call-out.

May be required to drive as needed.

Contact with dissatisfied or abusive individuals.

Possible fights and confrontations.