

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR II - SAFETY AND SECURITY

BASIC FUNCTION:

Under the direction of the Superintendent, plan, organize, control and direct 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; train and supervise the performance of assigned personnel, and act as the District's liaison with law enforcement agencies and the community.

ESSENTIAL FUNCTIONS:

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

Develop and revise procedures and methods for protecting District personnel and property and advise personnel regarding these measures.

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; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Superintendent 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.

Direct 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.

Communicate and collaborate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, exchange information and assure school safety and security; confer with law enforcement, probation and truancy officers regarding student behavior; serve as a liaison between the District, law enforcement agencies and the community.

Develop and prepare 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.

Act as the primary liaison with local, State and Federal law enforcement agencies, including but not limited to the Office of Emergency Services, Department of Homeland Security and Federal Bureau of Investigation.

Coordinate school security services with other public safety agencies, including local courts and prosecuting offices.

Coordinate with law enforcement agencies to ensure compliance and maintenance of law enforcement communications and information systems to include California Law Enforcement Telecommunications System (CLETS) and local law enforcement agency Known Person File (KPF).

Perform any related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction 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, organize, control and direct 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 timelines.
- 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.
- Effectively communicate to exchange critical information and make presentations.
- Effectively operate a computer keyboard.
- Effectively read and analyze a variety of materials.

EDUCATION AND EXPERIENCE:

REQUIRED:

Any combination equivalent to five years of increasing responsibility in the administration of security or safety programs. School site administration and/or law enforcement/security experience desired.

PREFERRED:

Successful Completion of P.O.S.T. Supervisory and management certification/training.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Possession of or ability to obtain and maintain First Aid and CPR certificate issued by the American Red Cross within six months of employment.

Possession of 832 Penal Code Course or successful Completion of 832 Penal Code Course within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office and school site settings; driving a vehicle to conduct work; contact with dissatisfied or abusive individuals; working evenings, weekends and holidays and availability for emergency call-out.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone and to make presentations, seeing to read and prepare reports, sitting and standing for extended periods of time, dexterity of hand and fingers to operate standard office equipment and lifting light objects.

BOARD APPROVED: June 25, 2024