

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-SCHOOL SAFETY PROGRAM

BASIC FUNCTION:

Under the direction of the Chief of Staff, 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.

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.

Coordinate and monitor related programs including Truancy Intervention, 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 Chief of Staff 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.

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 Department, outside 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.

Perform 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 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 security or safety programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Credential.

Valid California Class C driver's license.

Valid P.O.S.T. Supervisory Certification.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

HAZARDS:

Contact with abusive or dissatisfied individuals.