



## PERSONNEL COMMISSION

Class Code: 5048  
Salary Range: 46 (M2)

### ASSISTANT SCHOOL SAFETY AND EMERGENCY PREPAREDNESS DIRECTOR

#### JOB SUMMARY

Under the direction of the Chief of School Safety and Emergency Preparedness, plan, organize and direct school safety and emergency preparedness operations and activities to provide safety and protection for District students, staff and property; train and supervise assigned personnel; 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 and direct the operations and activities of the Office of School Safety and Emergency Preparedness to provide safety and protection for District students, staff and property; assure compliance with local, State and federal laws. **E**
- Serve as incident commander and direct the emergency operations center during unusual occurrences; oversee and direct District emergency response activities to manmade and natural disasters; administer first aid and Cardio-Pulmonary Resuscitation (CPR) as necessary. **E**
- Participate in the administration of emergency plans for District sites; identify safety hazards and potential liability issues and concerns at sites; assist in the implementation of a Standard Emergency Management System (S.E.M.S.). **E**
- Develop and modify school safety and emergency preparedness procedures and field operations; analyze patterns of activities that jeopardize safety at District sites and implement rapid and proactive solutions. **E**
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; confer with department personnel regarding field assignments and work schedules. **E**
- Coordinate and conduct trainings for department personnel including workshops on juvenile behavior, refresher courses on current laws and regulations for school district safety and State mandated training requirements. **E**
- Maintain current knowledge of laws, codes, rules and regulations related to school district safety and emergency preparedness policies and practices; develop and maintain current operational and procedural manuals related to department activities. **E**

- Prepare and distribute correspondence to site administrators, department personnel and others regarding school safety issues and procedures. ***E***
- Participate in and direct the preparation and maintenance of a variety of reports, records, logs and files including automated dispatch systems, incident reports, training files and mandated crime reporting requirements; review incident reports for accuracy and clarity. ***E***
- Participate in the development and preparation of the annual preliminary budget for the department; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. ***E***
- Participate in professional organizations and attend conferences and meetings that address school district safety issues such as gang prevention, juvenile and adolescent behavior and criminal activities. ***E***
- Communicate with District administrators, personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns; provide advice to District personnel regarding students or employees suspected of committing criminal acts. ***E***
- Coordinate the development and implementation of District-wide school safety protection and crime prevention programs with local law enforcement agencies including truancy sweeps, vehicle patrol of District sites and activities of police officers stationed at District sites; establish and maintain ongoing relationships with local law enforcement and fire agencies to facilitate investigations and provide mutual support services. ***E***
- Drive a District vehicle to conduct work; operate a computer and assigned software; operate modern safety and protective equipment. ***E***
- Monitor department equipment and supply levels and order new or replacement items as necessary. ***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**

An Assistant Chief of School Safety and Emergency Preparedness has daily operational responsibilities for the Office of School Safety and Emergency Preparedness. In this role an incumbent reviews current activities and implements adjustments in department resources affecting patrol, investigation, gang activity, crime prevention and support service activities. An incumbent is a member of local law enforcement organizations and associations that confer and exchange information on current criminal activities impacting communities and school systems. An incumbent provides ongoing advice to school site administrators on appropriate actions toward students or school staff suspected of injurious or criminal behavior toward others or District property.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Planning, organization and direction of District school safety and emergency preparedness activities.

Laws, codes, rules and regulations related to school district law enforcement and security.

Local law enforcement and emergency service agencies.

Standard Emergency Management System implementation procedures.

Principles and practices of administration, training and supervision.

Basic concepts of child development and behavior.

Crime prevention and criminal investigation techniques.

Handgun use and safety measures.

Record-keeping and report preparation techniques.

Modern safety equipment including emergency radios and related communications equipment.

Budgeting preparation and control.

First aid and CPR techniques.

Operate a computer and assigned software

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

### **Ability to:**

Plan, organize and direct school safety and emergency preparedness operations and activities.

Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities.

Serve as a liaison and communicate with law enforcement agencies and community groups.

Assist in the implementation of a Standard Emergency Management System.

Train and evaluate the performance of assigned personnel.

Analyze situations accurately and adopt an effective course of action.

Understand and work within scope of authority.

Communicate effectively, both orally and in writing.

Monitor and control expenditures.

Perform first aid and CPR.

Prepare, maintain and direct the preparation of a variety of records and reports.

Prepare and deliver oral presentations.

Plan and organize work.

Operate modern safety equipment.

Operate a variety of office equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

Bachelors degree in police science, criminal justice, public administration or a related field and completion of the Basic Police Officers Standard Training (P.O.S.T) academy.

**Experience:**

Four years of professional law enforcement experience including two in a supervisory capacity. Law enforcement experience in educational institutions is desirable.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or 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 a valid California Class C Driver's License is required 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**

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Contact with dissatisfied or abusive individuals.

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office and specialized equipment.

Seeing to read a variety of materials.

Hearing and speaking to exchange information and make presentations.

Climbing stairs and ramps.

Bending at the waist, kneeling or crouching.

Physical agility and stamina.  
Walking or 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.

PC Approved: 9/13/01  
Revised: 12/4/03  
Revised: 2/19/15