

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Director, Office of Safe Schools **CLASSIFICATION:** Non-Represented
Management, Classified

SERIES: Director II **FLSA:**

Responsible for the management and maintenance of the District's Emergency Management System, Rapid Responder; engage all first responders in the use of the system (Sacramento Police, Sacramento Sheriffs, Sacramento City Fire); provide training for dispatchers of all agencies involved; collaborate with Prepared Response in system evaluation and capabilities; and maintain system updates. **E**

Manage and administer ongoing evaluations of individualized school site Safe School Plans and/or related programs and activities districtwide. **E**

Coordinate with District departments, school sites, and partnering agencies on strengthening the Safe Routes to School Program and safe school climate and culture; provide evaluation and development of Board Policies related to safety; coordinate with special interest groups in the District to address safety concerns; and provide knowledge and expertise to manage policies, procedures, and contract language to improve safety and security. **E**

Develop and coordinate in-service training for District staff to include: application of new technologies; California Safe Schools Assessment procedures; cyber-safety, internet, social media awareness, dealing with dangerous people, and bike safety; gangs, drugs, violence prevention; weapons identification awareness and education; mock bus accident casualty drills; and development and implementation of site-specific Safe School Plans. **E**

Coordinate safety program partnerships with local law enforcement agencies, juvenile justice officials, and the County Probation Department; participate in safety and emergency response training exercises with state and federal first responders; and engage in virtual training exercises with Homeland Security. **E**

Direct Gang Violence Specialists (GVS); focus on collaboration with schools, public agencies, and community partners to address issues of youth and gang violence on campus and to support prevention, intervention, and suppression efforts. **E**

Coordinate with Law Enforcement Sex Crimes Units and Human Trafficking Task Forces to address prevention and issues of targeted youth crimes; collaborate with specialized units on training for students, staff, parents and the community. **E**

In collaboration with the Director of Student Support Services, provide training for bullying and mandated reporter requirements. **E**

Collaborate with District's Mental Health Team, Crisis Response Team, and Suicide Prevention Team to identify, assist, and locate resources for students who are identified as a suicide risk. **E**

Oversee, manage, and maintain department's programs, systems, and annual budgets; authorize expenditures in accordance with established guidelines. **E**

Develop methods to actively seek, apply for, secure, and manage multiple grants related to the implementation of school safety and security; implement funded programs; and assure compliance with grant objectives. **E**

Identify, request, and manage asset seizure funding received from local law enforcement agencies. **E**

Direct the preparation and maintenance of a variety of narratiy10(pr)7(epa)8(r)-3(a)9(t)-4(i)-4(on)11()-10(an)9(d m)17(ai)-5(n

Protect confidentiality of records and information about students, staff and parents, and use discretion with sharing any such information within legal confines. **E**

Participate in-District and out-of-District safe schools related trainings, conferences, and seminars that would enhance a safe school climate; maintain and keep current of safe schools' education. **E**

Communicate and collaborate with other key community and District stakeholders regarding safety concerns; host community meetings and trainings as appropriate; and participate in community collaboratives addressing safety and security. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties and responsibilities that are within the scope of employment, as assigned by supervisor, and not otherwise prohibited by law or regulation.

TRAINING, EDUCATION, AND EXPERIENCE:

Interpersonal skills using tact, patience, and courtesy.
Effective oral and written communication skills.
Principles and practices of management, supervision, and training.
Evaluation approaches, strategies, and techniques.
Operation of a computer and related software.

ABILITY TO:

Coordinate the development, implementation, and evaluation of the district's Comprehensive Safe Schools Plan.
Manage the School Resource Officer, Security Services, Campus Monitor, and Gang Violence Prevention and Intervention Programs.
Provide knowledge and expertise to manage policies, procedures, and contract language to improve safety and security.
Develop and coordinate in-service training for District staff.
Conduct meetings, and make effective presentations.
Develop methods to actively seek grant funds.
Model District standards of ethics and professionalism.
Display the highest ethical and professional behavior in working with students, parents, staff and outside agencies associated with the District.
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively, both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately, and adopt an effective course of action.
Work independently with little direction.
Prioritize and schedule work.
Prepare clear and concise reports, and make recommendations.
Supervise and evaluate the performance of assigned staff.
Operate a computer and related software.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

(Former Classification: Manager II, School Safety)

HEALTH BENEFITS: