

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION **NEW**

#### TITLE

Director of Safety and Disaster Preparedness

#### QUALIFICATIONS

EDUCATION: Required B.A. or B.S. degree in criminal justice, police science or a related field. Must have completed an approved Police Officer Standards and Training Course (POST) as required (Section 832 of the Penal Code) and have a valid POST Level I Module certificate or Module "C" certificate. Must meet legal requirements for possession of a concealed firearm, if required by the Board of Education.

Desired M.A. or M.S. degree or higher. Knowledge of the California Standardized Emergency Management Systems and the National Incident Management System.

EXPERIENCE: Required Five years of experience in campus/district safety, law enforcement, emergency preparedness, or public safety/security work, including three years of experience in a management/supervisory capacity.

ABILITY TO: Plan, develop, organize, coordinate, and supervise the operations of a district-wide safety force, disaster preparedness plan, and the work of subordinates; oversee the operation of an emergency command center; estimate and requisition supplies and equipment needed; maintain accurate and current records of operations and cost; prepare and submit reports; establish and maintain cooperative working relationships with the public and district personnel.

LICENSES: Must have and maintain a valid CPR and first aid certificate and possess a valid California driver's license. Must qualify for insurability with the District's insurance carrier.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

#### BRIEF DESCRIPTION OF POSITION

Under the general direction and supervision of the Superintendent, the Director of Safety and Disaster Preparedness organizes and directs the District's safety and security programs, including disaster preparedness, in accordance with protocols and policies of the District; provides for the safety and welfare of students while on school grounds; provides oversight in ensuring the safety and security of district facilities, property, personnel and students in compliance with applicable federal, state, local, and district laws, rules, regulations, policies, and procedures; develops, implements, and oversees programs designed to increase safety and decrease violence; deters truancy and works flexible hours as the needs of the

District changes; collaborates with police agencies serving District schools; coordinates with school site and district administrators in ensuring training, coverage, and utilization of safety officers; and performs other related duties as assigned.

### DUTIES AND RESPONSIBILITIES

As assessed by the Superintendent, the outcomes of the Director of Safety and Disaster Preparedness's job performance will be as follows:

1. Direct, manage, and coordinate district safety and security programs for the purpose of ensuring the safety and security of students, staff, and district assets.
2. Develop, organize, and direct emergency and critical incident preparedness procedures at school sites and other District facilities; schedule and monitor disaster drills for the purpose of evaluating drills and making appropriate recommendations as needed.
3. Consult with district personnel, law enforcement, and other public safety agencies to coordinate efforts and acquire information related to the safety, security, and emergency response preparedness of district sites and personnel; assure interagency coordination and cooperation in emergency preparedness and critical incidents.
4. Develop, schedule, and oversee strategic training programs for safety personnel in the areas of threat detection and assessment, crisis intervention, drug recognition, appropriate use of force, emergency response, reporting procedures, radio procedures, and other safety and security protocols.
5. Direct response to emergency situations and establish incident command posts and oversee the emergency command center during critical incidents for the purpose of ensuring safety of students, staff, and district assets.
6. Direct and participate in the preparation, administration, and maintenance of the safety budget for the purpose of ensuring financial records are maintained, adequate funds are available to meet district needs, and funds are utilized in accordance with applicable policies, procedures, and guidelines.
7. Perform and oversee investigations for the purpose of determining and documenting facts and pursuing further action as appropriate.
8. Prepare and direct preparation of written materials, reports, and documentation in an automated system of records management, including but not limited to, fire alarm, intrusion alarm, crime reports, and investigation reports for the purpose of documenting facts and communicating essential information.
9. Develop presentations and provide training to administrators, employees, and school communities on issues related to the safety and security of the District.
10. Collaborate with School Resource Officers (SROs) and local law enforcement agencies to support school sites and the District Office in the areas of school threat assessment, behavior threat detection, and armed response in mass gatherings.

11. Serve as the District attendance liaison/truancy officer; support administration with the coordination of the School Attendance Review Team (SART) and School Attendance Review Board (SARB) processes.
12. Assist school site administrators and related personnel with conducting home visits.
13. Formulate and coordinate implementation of student safety goals and objectives.
14. Provide oversight to district security; interpret laws, rules, and regulations affecting security and safety programs; provide guidance to district personnel.
15. Plan and implement training programs, seminars and workshops for security staff and administrators in a variety of areas including jurisdiction, reporting procedures, appropriate use of force, weapons, laws of arrest and radio procedures.
16. Participate in confidential internal investigations as directed; review reports of investigations conducted by staff; make recommendations regarding appropriate actions as required and in accordance with established guidelines.
17. Survey district sites to assess conditions; make recommendations to improve safety and security of employees, students, faculty, visitors, and district assets.
18. Manage, supervise, and evaluate assigned staff for the purpose of ensuring efficient departmental operations, and participate in interview and selection processes for safety personnel.
19. Coordinate emergency and disaster preparedness procedures at school sites and district facilities; schedule and monitor disaster drills; evaluate effectiveness and make recommendations for improvements.
20. Review, monitor, and recommend purchases for district intrusion and fire alarms, emergency communication systems, and video surveillance systems.
21. Review and monitor security coverage for athletic events, dances, graduations, and other special activities to assure proper security and crowd control.
22. Assist in the management of emergency preparedness plans in accordance with the California Standardized Emergency Management Systems and the National Incident Management System; identify and analyze existing and potential hazards and dangers to students, staff, and the public.
23. Prepare and maintain a variety of narrative and statistical reports, records, and files related to personnel and assigned activities.
24. Communicate with administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
25. Provide timely and effective communication regarding incidents and/or situations which might impact the District, its divisions, or its schools.
26. Establish annual safety goals and objectives as deemed appropriate by the assigned supervisor.

27. Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
28. Effectively accomplish other duties assigned by supervisor.

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