



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 8.1o

**Meeting Date:** April 10, 2025

**Subject:** Approve Job Descriptions

- ☐ Information Item Only
- ☒ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☐ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Human Resources Services

**Recommendation:** The recommendation is to approve new and/or revised job descriptions.

**Background/Rationale:** The District has a need to ensure that job descriptions are updated or new job descriptions created in order to meet evolving needs. As a reminder, as part of an updated process, moving forward, job descriptions will be brought to the Board prior to their implementation.

**Financial Considerations:** The job descriptions below have been approved through an internal District process that includes approval by Business Services, Purchasing Review Process, Cabinet, and Human Resources.

**LCAP Goal(s):** Graduation Outcomes, Academic Outcomes, and Welcoming Safety Outcomes.

**Documents Attached:** Job Descriptions:

**Revised Job Descriptions as of 4/10/2025:**

- Executive Director, Office of Safe Schools
- Specialist, Enrollment TK/Admission & Family Service

Office of Safe Schools  
Enrollment Center

**Estimated Time of Presentation:** N/A

**Submitted by:** Cancy McArn, Chief Human Resources Officer & Lead Negotiator

**Approved by:** Lisa Allen, Superintendent

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Executive Director, Office of Safe Schools	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	TBD	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Office of Safe Schools	<b>SALARY:</b>	Range 23 Salary Schedule A
<b>REPORTS TO:</b>	Deputy Superintendent	<b>BOARD APPROVAL:</b>	TBD, 07-27-98 10-19-98
		<b>BOARD REVISION:</b>	03-25-11
		<b>HR APPROVAL:</b>	03-27-25, 05-30-18
		<b>CABINET REVISION:</b>	03-26-2025

**BASIC FUNCTION:**

The Executive Director, Office of Safe Schools will plan, organize, control and direct a wide range of safety and security efforts to support the social, emotional and behavioral wellness of staff, students, families and school community; promote and protect the safety and security of all district school sites, applicable charter school sites, departments and surrounding community; work with community partners and stake holders, leverage the resources of local and national organizations, government agencies, and volunteers in providing school based safety and security; sustain the commitment of the districts resolution to “Re Imagine” schools safety and work toward interrupting the school to prison pipeline and work to address systemic response to safety related behaviors to prevent inequitable and disproportionate outcomes.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Serve as administrative leadership to the Office of Safe Schools Department which includes district Security Officers, Safe School Officers and Lead Campus Supervisors in a coordinated effort to address district wide safety and property security concerns. **E**

Engage and incorporate our school community to meet our districts resolution and commitment to achieve our full potential to “Re Imagine” School Safety. **E**

Participate in safety and emergency response training with state, federal, first responders and Homeland Security. **E**

Provide, coordinate and acquire safety and security related trainings and educational forums for district staff. **E**

Provide support to schools and community based organizations that assists students, families and community to optimize physical, mental and social safety in order to succeed in school and life. **E**

Communicate, coordinate and develop program partnerships with other administrators, district personnel, city and county governments, nonprofit organizations, parents, juvenile justice officials, the County Probation Department, and community members to coordinate activities and programs. **E**  
Resolve issues and conflicts and exchange information. **E**

Model District's standards of ethics and professionalism. **E**

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

Respond and collaborate with law enforcement agencies to address crimes, incidents involving student victims and staff that transpire on district property and at school related events. **E**

Work collaboratively with administrators and personnel of other district departments, outside organizations, law enforcement and government agencies in an effort to intervene, prevent and address regional threats and safety related behaviors. **E**

Represent the District at community meetings regarding safety concerns and collaborate with regional stakeholders. **E**

Present information at Board meetings as needed. **E**

Direct the preparation of this department's annual budget, analyze and review budgetary and financial information and authorize expenditures in accordance with established guidelines. **E**

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

Direct and prepare a variety of narrative and reports, records, correspondence and information related to services, activities and operations of district safety and security. **E**

Hire, supervise and evaluate the performance of assigned staff and hold accountable the performance and professionalism. Interview and select employees and recommend transfers, reassignments, termination and disciplinary actions. **E**

Remain current and consult with legal consultants to modify board policies and practices in compliance with the Education, Penal and Welfare & Institutions Codes and applicable legislation. **E**

Consult with Districts legal resources regarding potential liability, culpability and sensitive issues. **E**

Be current and updated on social trends and patterns that pose a risk to students, develop intervention strategies to support students, staff and district property. **E**

Direct and coordinate provisions of services and supports through collaborative agreements, contracts and Memoranda of Understanding. **E**

Oversee referral and support processes and protocols. **E**

Lead and serve as an executive team member and collaborate with district and community stakeholders on school safety / security initiatives. **E**

Direct and guide the efforts of our Lead Campus Monitors and maintain the fidelity of our strategy to reduce suspensions, close the student achievement gaps, and interrupt the school to prison pipeline and support students identified in tier III and tier IV with safety related behaviors. **E**

Collaborate and consult with various District departments about crimes, threats and to address safety related challenges and concerns. **E**

Oversee threat assessment process and follow up in compliance with best practices and protocols. **E**

Coordinate with District departments, school sites and partnering agencies on improving the Safe Routes to School Program and safe school climate and culture: provide evaluation and development of Board Policies related to safety, provide knowledge and expertise to manage policies, procedures and contract language to improve safety and security. **E**

Responsible for the management and maintenance of the Districts Emergency Management System, Rapid Responder; Engage all first responders in the use of the system (Sacramento Police, Sheriff, City Fire Dispatchers). Collaborate with these service providers to maintain system updates, the knowledge and capabilities of the system. **E**

Train, review and assure compliance with the California Education Codes requirements for the Comprehensive School Safety Plan for all schools. **E**

Provide in service training for district staff to include active shooter training, the application of newly acquired safety related technologies, social media threats and concerns, dealing with dangerous people, gangs, drugs, violence prevention and weapons identification awareness as necessary. **E**

Manage, oversee and mitigate crisis related to students and community conflict(s) by working with students and family's through mediation. **E**

Assure that the representative duties are administered with the protection and confidentiality of records and information about students, staff and parents. Use discretion with sharing any such information within legal confines. **E**

## **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree; supplemented by advanced course work in social science or related field in social services and Safe Schools management; and at least 4 years of experience in law enforcement, or related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Comprehensive Safe Schools Plan.
- Policies, rules, and regulations concerning campus control, safety, and appropriate student behavior.
- Gang violence intervention and prevention.
- Safe Routes School Program.
- Crowd control procedures, and the detection and identification of dangerous drugs and chemicals.
- Interests, attitudes, and emotional development of adolescents.
- Record-keeping, data collection and report writing techniques.
- Behavior modification strategies and techniques.
- Budget preparation and control.
- Applicable laws, municipal and State codes, regulations, district policies, and procedures.
- District organization, operations, and objectives.
- Skills utilized to maintain positive relationships with students and adults.
- Health and safety regulations.
- 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.

**ABILITY TO:**

- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic and economic groups by working with all diverse communities.
- Coordinate the development, implementation and evaluation of the District's Comprehensive Safe Schools Plans that meets the requirements of the California Education Code.
- Plan, organize, control, direct and provide administrative leadership to the office of safe schools staff.
- Lead Campus Monitors, Safety Officers and Gang Violence Prevention and Intervention Program.
- Multitask and prioritize a number of diverse tasks.
- Provide knowledge and expertise to manage policies, procedures and contract language to improve safety and security.
- Develop coordinate and facilitate in service training for district staff.
- Conduct meetings and make effective presentations to school community, community partners and stakeholders.
- Make data informed decisions.
- Make decisions during stressful scenarios.
- Analyze situations accurately and provide guidance and an appropriate course of action.
- Team building.
- Trauma informed, resilient-focused and restorative practices.
- Budget preparation and control.
- Read interpret and apply applicable laws, codes, rules, regulations, policies and procedures.

- Effective principles and practices of management, supervision and training.
- Evaluation approaches, strategies and techniques.
- Operate a computer and navigate related software and applications.

**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.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.

*(Former Classification: Director II, Office of Safe Schools, Manager II, School Safety)*

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Specialist, Enrollment Transitional Kindergarten/Admission and Family Service	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Specialist III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	<b>TBD</b>	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Enrollment Center	<b>SALARY:</b>	Range 7 Salary Schedule A
<b>REPORTS TO:</b>	Assigned Supervisor	<b>CABINET APPROVAL:</b>	3-6-2025
		<b>HR APPROVAL:</b>	3-27-2025
		<b>BOARD APPROVAL:</b>	TBD

**BASIC FUNCTION:**

Plan, organize, control, and coordinate a variety of Enrollment Center functions and activities, such as Transitional Kindergarten through 12<sup>th</sup> grade enrollment; oversee the Transitional Kindergarten application process, and special education support.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Review and verify applications and submitted documentation for enrollment eligibility according to appropriate guidelines; review all submitted documents to verify enrollment eligibility according to appropriate guidelines. **E**

Receive, maintain, and monitor enrollment applications, documents, and forms for accuracy, completeness, authenticity, and eligibility to various Transitional Kindergarten programs. **E**  
Meet with families to ensure completion of all required documents for Transitional Kindergarten programs. **E**

Approve or deny applicants for program enrollment; prepare notices of approval or denial to provide reasonable, timely delivery of enrollment processes i.e. Transitional Kindergarten Open Enrollment and District Permits. **E**

Prepare and distribute enrollment paperwork for various Transitional Kindergarten programs; contact district personnel regarding new and discontinued student enrollments; initiate paperwork to terminate enrollment of children in the program at families' request. **E**

Assure continued enrollment of families by maintaining ongoing process enrollment data for Transitional Kindergarten programs. **E**

Record and track data enrollment reports for various Transitional Kindergarten programs. **E**

Compile, update, monitor, and maintain waiting lists; select prospective enrollees according to space availability. **E**

Prepare, maintain, and audit a variety of confidential enrollment records. **E**

Monitor and track immunization records to ensure they are up-to-date and in compliance. **E**

Communicate with families, school personnel, district personnel, and outside agencies to exchange information and resolve issues or concerns related to student. **E**

Maintain technical and specialized site operation records and files, and prioritize work to meet district, federal, and state guidelines and timelines; prepare informational materials. **E**

Compile information from a variety of sources, and prepare complex reports as required by district, county, state, or federal regulations; communicate with other agencies or departments to provide or obtain information. **E**

Compose correspondence independently or from oral instructions using a computer; prepare and edit letters, memorandums, flyers, posters, postcards, and forms; request, provide, or verify information; receive screen, and route mail. **E**

Transmit confidential or sensitive information as appropriate; provide technical information concerning policies and procedures of assigned program or office according to established guidelines. **E**

Prepare, format, type, proofread, audit, and duplicate records, reports, or related materials. **E**

Operate a computer and related software; generate reports, records, lists, and summaries from a computer database; operate a scanner; operate standard office equipment. **E**

Monitor and maintain enrollment processes according to established guidelines for transitional kindergarten. **E**

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**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations, and others; respond to phone calls, e-mails, letters, and other communications. **E**

Assist in the development and implantation of transitional kindergarten processes and procedures. **E**

Work with team members to assist with daily enrollment of applications. **E**

Collaboratively work with school sites, office personnel, and administrators regarding transitional kindergarten enrollment and assisting in meeting the needs of families. **E**



Provide formal and informal training and workshops for school sites, district personnel, other school districts, counties in California, and outside states, social work services, community -based organizations, law enforcement, and governmental agencies; serve as a referral agent to community -based organizations and government agencies as directed by assigned supervisor. **E**

Enroll new students or transfer existing students, completing all necessary forms and paperwork; ensure compliance with entry and/or eligibility requirements (immunization, proof of residence, verification of approval for entry, preschool program eligibility, etc.). **E**

Process placement of students due to enrollment exceeding contract capacity and notify Transportation Services as needed. **E**

Meet with parents and students to explain entry requirements; communicate with parents and others regarding enrollment and transfer policies, procedures, and options; provide information and assistance regarding enrollment and intra-district transfers. **E**

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

Provide a positive climate of interaction and communication between school staffs, families, and the community within the Enrollment and Family Services Center. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Bachelor's degree in education or a related field, and three years of experience in attendance or related field including at least two years of experience in a school district. Bilingual preferred

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, and provide proof of insurance

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- District policies, procedures, and terminology.
- Applicable sections of State Education Code, and state, federal, and other applicable laws including policies related to students.
- Record keeping and report preparation techniques.
- Operation of a computer, scanner, related software, and standard office equipment.
- Query statements, database programs, etc.
- Receptionist and telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Current office practices, procedures, and equipment.
- Oral and written communication skills.

- Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Learn eligibility requirements and districts SIS.
- Assure program activities comply with local, state, and federal contract obligations, guidelines, and regulations.
- Handle multiple demands at one time and work with people from a wide variety of disciplines. Prepare and maintain files and documents.
- Operate a computer, scanner, related software, and standard office equipment.
- Perform computational tasks with speed and accuracy.
- Maintain records and prepare reports.
- Lift light objects according to safety regulations.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Understand and follow oral and written directions in English.
- Complete work with many interruptions, and meet schedules and timelines.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Work confidentially with discretion.
- 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. May occasionally work long hours and/or on weekends

**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:**

Occasional contact with dissatisfied or abusive individuals

**HEALTH BENEFITS:**

District pays a portion of the employee's health benefits through district-offered plans.