

**SACRAMENTO CITY UNIFIED SCHOOL
DISTRICT**

Position Description

TITLE:	Coordinator, Safety Intervention and Response	CLASSIFICATION:	Non Represented Management, Classified
SERIES:	Coordinator I	FLSA:	Exempt
JOB CLASS CODE:	9833	WORK YEAR:	12 Months
DEPARTMENT:	Office of Safe Schools	SALARY:	Range 9 Salary Schedule A
REPORTS TO:	Director, Office of Safe Schools	HR APPROVAL:	2/25/2022
		CABINET APPROVAL:	2/23/2022

BASIC FUNCTION:

The Safety Intervention and Response Coordinator plan, coordinate the monitoring of the school campus(es), and support the security efforts at each campus. Plans and coordinates efforts to ensure a safe and secure learning and work environment for students and employees at assigned school campus(es); Identify, coordinate, and respond to impending crisis or issues that threaten the safety and sanctity of school sites.

DISTINGUISHING CHARACTERISTICS:

The safety intervention and response coordinator is instrumental in providing the guidance and response to issues that challenge the safety and security of students and staff. Working under the direction of the Director, Office of Safe School's, duties and special assignments, such as taking the lead in responding to potential student climate issues and potential emergencies, working with local law enforcement to intervene and interrupt potential crisis and deployment of staff to school sites that need the support. The Safety Intervention and Response Coordinator works at the district office, however is dispatched to provide support to all school sites district wide. The Coordinator is responsible for managing schedules, provide work direction, and training to the Safety Officer and Lead Campus Monitors.

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.)

Provide the resources and coordination of resources of the Safety Intervention and Response Plan, to effectively address issues that could result in violence or threaten the safety of students and staff. **E**

Advise the principal and assigned supervisor of all serious disturbances, hazardous conditions, unsafe procedures, and all serious safety/security matters, and suggest methods of elimination. **E**

Coordinate professional development and training opportunities: work with the Safety Intervention and Response team to provide the necessary support to delegated school sites. **E**

Monitor and evaluate the job performance of members of the Safety Intervention and Response Team (Safety Officer and Lead Campus Monitors) **E**

Monitor safety concerns, through security cameras, campus buildings and grounds for the detection of trespassers on school campus; **E**

Collaborate with school site staff in a proactive effort to provide support that improves safety conditions and address those concerns and address systematic issues in an effort to provide a positive campus culture **E**

Oversee incidents of negative conduct occurring on school property; coordinate investigative and prevention efforts with assigned supervisor, local law enforcement, and other agencies, as appropriate, to maximize prevention and cessation of illegal and destructive activities. **E**

Gather information from various sources concerning possible illegal or undesirable activities; inform the principal and assigned supervisor of all information gathered from various sources concerning possible illegal or undesirable activities occurring on school campus. **E**

Record all legally required data pertaining to thefts, vandalisms, assaults, trespassing, drug offenses, etc., and prepare statements from witnesses, evidence forms, security, property loss, and other reports, as necessary. **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**

Serve the staff on the individual school campus; take an active part in school improvement on matters related to school campus safety and security; discuss security-related information with students and parents, as requested, pertaining to school safety and security. **E**

Ensure adherence to good safety procedures; follow federal and state laws, as well as Board policies; comply with all nondiscrimination policies of the Board of Education. **E**

Maintain a constant liaison with residents and business establishments in the vicinity of the school campus to enhance our districts knowledge and position to address behavioral concerns **E**

May operate a vehicle to conduct work; ensure proper recording of time and materials. **E**

Successfully participate in training programs offered to increase individual skill and proficiency related to assigned duties to include cultural diversity, conflict resolution, and sensitivity training. **E**

Review current developments, literature, and technical sources of information related to job responsibility. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree and three or more years of increasingly responsible experience in an administrative or supervisory position. Experience working on a school campus, or with students in an organized setting and/or security guard experience, preferably in a multicultural setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; may provide personal automobile and proof of insurance. Possession of or ability to obtain and maintain a valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate, issued by the American Red Cross, within six months of employment. Willingness to work evenings and/or weekends; must be agile and in good physical condition.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District and site policies, procedures, rules, and regulations regarding campus control, safety, security, and appropriate student behavior.
- School rules, regulations, and Education and Penal Code sections related to student conduct.
- Federal, state, and local laws, rules, and policies pertaining to schools, safety, and absenteeism.
- Safe campus supervision methods and procedures.
- Principles and practices of security work including patrol, investigations, custody, and identification.
- Operation of a two-way radio system.
- Student behavior and techniques for supervising students.
- Interpersonal skills sufficient to deal with normal and possible confrontational situations.
- Mediation and conflict resolution techniques.
- Crowd control procedures, and the detection and identification of dangerous drugs and improper substances.

- Parking lot traffic control procedures.
- Report writing.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Health and safety regulations.
- Understanding of School Climate and best practices to facilitate a positive school culture.

ABILITY TO:

- Perform the basic function of the position.
- Develop training curriculums.
- The use of technology associated with job expectations.
- Diffuse potentially volatile situations calmly and with authority.
- Work independently and within scope of authority.
- Learn, interpret, apply, enforce, and explain, rules, regulations, policies, practices, and procedures related to discipline.
- Judge situations and people accurately, and think and act judiciously under diverse conditions.
- Maintain firm but courteous attitude toward individuals.
- Write clear and concise descriptive reports of problems, students, or situations that required intervention.
- Understand and carry out oral and written directions.
- Operate a two-way radio system.
- 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 with students and adults.
- Exercise strict confidentiality of school and student issues.
- Use good judgment in situations affecting campus safety and security.
- Acquire and maintain a valid First Aid and CPR Certificate, issued by the American Red Cross, within six months of employment.
- Work evenings and/or weekends.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

School site and surrounding school campus environment; may drive a vehicle to conduct work; subject to adverse weather conditions; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information in person, on the telephone, or by two-way radio; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare reports, monitor student behavior, and view a computer monitor; walk, sit, or stand for extended periods of time; break up fights, and move in a swift manner to intervene in situations traversing across uneven surfaces such as stairs, ramps, pavement, etc.; must be agile and in good physical condition; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files.

SAMPLE HAZARDS:

Exposure to verbal abuse and harassment; potential physical hazards involved in intervening in anti-social, illegal, and violent behavior; possible intervention of fights and confrontations.

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