

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Director, Office of Safe Schools	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Director II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9735	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Office of Safe Schools	<b>SALARY:</b>	Range 17
<b>REPORTS TO:</b>	Deputy Superintendent	<b>BOARD APPROVAL:</b>	07-27-98
		<b>BOARD REVISION:</b>	10-19-98
		<b>HR REVISION:</b>	03-25-11
		<b>CABINET REVISION:</b>	05-30-18

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**BASIC FUNCTION:**

The Director of Safe Schools directs and oversees the development, implementation, maintenance, and evaluation of the District's Comprehensive Safe Schools Plan. The Director works in collaboration with the Superintendent's Cabinet and District Administrators to establish appropriate regulations, procedures, and plans to ensure effective strategies are in place to provide a safe school environment for all students, staff, parents, and the community. The Director works in conjunction with Human Resources and Legal Counsel to conduct internal investigations and refers incidents to Federal and State Law Enforcement Agencies and represent as District liaison to the Sacramento Police Department, Sacramento County Sheriff's Department, Sacramento City Fire Department, Sacramento County Probation Department, Juvenile Justice System, Federal Law Enforcement agencies, and other related agencies.

**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.)**

Develop, train, implement, and evaluate a Comprehensive School Safety Plan with first responders and administrators to address California Department of Education requirements; provide guidelines regarding required Emergency Drills and ensure drills required at various levels of instruction are conducted and documented. **E**

Represent as District liaison to the Sacramento Police Department, the Sacramento County Sheriff's Department, the Sacramento City Fire Department, the Sacramento County Probation Department, the Juvenile Justice System, Federal Law Enforcement agencies, and other related agencies in relation to Office of Safe Schools programs and goals. **E**

Conduct and present information at Board meetings as needed. **E**

Collaborate and consult with in-house legal counsel and District's legal firm regarding potential liability, culpability, and sensitive issues. **E**

Direct and lead the School Resource Officer (SRO) program in coordination with local law enforcement agencies; maintain and improve efforts to increase attendance and reduce Juvenile intake; and serve as a liaison with local and state agencies in planning and responding to emergencies. **E**

Oversee the District's Law Enforcement Program with Career Pathways. **E**

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 narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; and manage data related to crimes and suspensions on campus. **E**

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:**

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 improper substances.
- Interests, attitudes, and emotional development of adolescents.
- Record-keeping 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.
- 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:** District pays a portion of the employee's health benefits through District-offered plans.