

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Director, Office of Safe Schools	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9915	WORK YEAR:	12 Months
DEPARTMENT:	Office of Safe Schools	SALARY:	Range 23 Salary Schedule A
REPORTS TO:	Deputy Superintendent	BOARD APPROVAL:	4-10-25, 07-27-98 10-19-98
		BOARD REVISION:	03-25-11
		HR APPROVAL:	03-27-25, 05-30-18
		CABINET REVISION:	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)