

**Job Title: Classified Specialist of School Safety and Emergency Management**

**Definition:**

Under the general supervision of the Director of Student Services (Pupil Safety and Attendance), is responsible for assisting in all aspects of school safety and emergency management throughout the District.

**Distinguishing Characteristics:**

The primary focus of this position is to support the District's efforts to improve school safety, promote practices that help schools maintain positive school climate, and to ensure safe and secure learning environments.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here:

- Collaboratively assists the Director of Student Services (Pupil Safety and Attendance), and law enforcement in developing, promoting, and monitoring school safety policies and practices.
- Plan and conduct District Safety Committee Meetings.
- Work collaboratively with District staff to modify and monitor District and School safety procedures and updates to Comprehensive School Safety Plans.
- Develop, maintain, and monitor District emergency management and response program, to include CPR/First Aide training, Community Emergency Response Team (CERT training), Disaster Assistance Response Team (DART) training, Incident Command System (ICS) training, and Threat Assessment training.
- Prepare for and supervise emergency response efforts between the District office and schools for emergencies impacting multiple school sites.
- Assist in training and support for campus supervisors, supervision aides, and recreation leaders.
- Coordinate District drills as requires by Board Policy and Education Code.
- Conduct safety assessments, including but not limited to hazard identification and vulnerability analysis. Create reports with recommendations based on assessment results.
- Update and distribute District Student Handbook to school sites, departments and website.
- Assist with handling parent inquiries and complaints regarding school safety.
- Monitor the "We Tip" Program and other crime prevention and reporting programs.
- Compile and analyze data related to Safety initiatives and concerns.
- Implement and communicate safety and security protocols to ensure a safe school environment.
- Develops plans, procedures, and objectives to facilitate and improve safety and security programs.
- Ensures application of safety and security protocols to public events, and other extracurricular school district activities.
- Recommends and implements procedures and best practices to prevent and deter violence at schools or other district properties.

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- Researches and recommends additions and improvements to the safety management program, particularly in areas such as emergency preparedness, accident prevention, general safety, and risk management.
- Coordinates with local law enforcement and other appropriate health and safety professionals in matters of public safety involving students and staff.
- Evaluates effectiveness of security and surveillance equipment on school district properties.
- Prepares and monitors departmental budget related to safety and emergency management, and allocate materials and supplies to support safety throughout the District.
- Performs other related duties as assigned.

**Minimum Knowledge, skill and ability**

**Knowledge of:**

- Laws and education code relating to school safety, student discipline, and crisis response.
- Knowledge of the Incident Command System and specific roles and responses of each team member.
- Human relations strategies, conflict resolution strategies, and team building principles and techniques.
- Demonstrate effective organizational and administrative leadership, analyze problems, determine alternative solutions, and make appropriate and effective decisions.
- Strategies and techniques used to effectively work with student and families at risk.

**Skill and ability to:**

- Extensive knowledge of safety codes and emergency preparedness.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite, and Google Suite.

**Training and Experience**

**Minimum Qualifications:**

- Associates degree or higher in Criminal Justice or related field preferred
- Preferred five years of experience in law enforcement, criminal justice, military experience, or security experience.
- Current First Aid/CPR (or within 3 months of hiring).
- Demonstrate effective leadership involving increased responsibility.

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<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	<b>Rarely (0 – 1.5 HPD)</b>	<b>Occasionally (1.5-3 HPD)</b>	<b>Frequently (3 – 6 HPD)</b>
Sitting			X
Standing			X
Walking			X
Bending (neck)			X
Bending (waist)		X	
Kneeling	X		
Reaching		X	
Stooping	X		
Crawling	X		
Twisting (back & neck)		X	
Climbing	X		
Pushing/Pulling	X		
Walking on uneven ground		X	

	<b>Lifting Carrying</b>				
	<b>Rarely</b>	<b>Occasionally (1.5 – 3 HPD)</b>	<b>Frequently Rarely</b>	<b>Occasionally (1.5 – 3 HPD)</b>	<b>Frequently</b>

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	(0 – 1.5 HPD)		(3 – 6 HPD) (0 – 1.5 HPD)		(3 – 6 HPD)
0 – 10 lbs.		X		X	
11 – 25 lbs.		X		X	
26 – 50 lbs.	X		X		
51 – 75 lbs.	X		X		

<b>Mental Demands:</b>	<b>Rarely (0 – 1.5 HPD)</b>	<b>Occasionally (1.5 – 3 HPD)</b>	<b>Frequently (3 – 6 HPD)</b>
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize		X	
Write		X	
Plan		X	
Multi-Task			X

<b>Equipment Use:</b>	<b>Rarely (0 – 1.5 HPD)</b>	<b>Occasionally (1.5 – 3 HPD)</b>	<b>Frequently (3 – 6 HPD)</b>
Telephone			X
Copier		X	
Computer			X
FAX Machine	X		

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Radio	X		
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