



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION SAFETY COORDINATOR

DEFINITION:

Under the direction of an Assistant Superintendent, the Safety Coordinator develops, implements, monitors, and evaluates safety and crisis/disaster preparedness programs to ensure safe learning and working environments for Tehama County Department of Education (TCDE) operated schools, classrooms, and programs throughout Tehama County. This position provides direct service, technical assistance and coaching to administration and program leaders in TCDE and districts throughout the county to ensure consistent safety practices, regulatory compliance and emergency readiness.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

Safety Support Coordination

- Serve as the primary safety point of contact for TCDE-operated programs on TCDE properties and facilities located on district/partner sites, ensuring TCDE safety procedures are implemented consistently across geographically dispersed locations.
- Conduct regular site visits to assess conditions, identify hazards, verify corrective actions, and document findings (walkthroughs, safety checklists, follow-up verifications).
- Coordinate safety expectations and responsibilities with host districts (site access procedures, reporting pathways, facility work order coordination, shared spaces, emergency roles).
- Support administrators/program managers with safety planning tailored to the unique needs and risks of each satellite environment (transportation patterns, shared campuses, specialized classrooms, community-based instruction).
- Maintain a countywide calendar of TCDE satellite site safety activities (inspections, drills, support, trainings, annual reviews).
- Support Tehama County school districts with safety planning, crisis response planning, and coordination of safety activities across local and county agencies.
- Coordinate a county-wide threat assessment protocol and work with school districts and partner agencies to ensure consistent implementation of the process.

Workplace Violence Prevention (SB 553) Coordination

- Support TCDE's workplace violence prevention efforts, including maintaining and operationalizing a written Workplace Violence Prevention Plan (WVPP) as required, and ensure training/recordkeeping processes are in place.
- Partner with program leads and worksites to identify and evaluate workplace violence hazards, improve reporting pathways and support post-incident review activities consistent with TCDE's plan.

Emergency Preparedness & School Safety Planning

- Coordinate and support emergency preparedness activities for TCDE programs at satellite sites, aligning TCDE procedures with local site plans and countywide systems where appropriate.
- Develop, evaluate and implement TCDE's Safety Plan.
- Serve as the lead on the TCDE Safety Committee and assures members are trained and knowledgeable of safety and emergency procedures.
- Assist TCDE programs and Tehama County districts with emergency planning concepts and readiness practices consistent with California school emergency management guidance emphasizing preparedness, response, mitigation, and recovery.



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- Support TCDE's operated schools/programs with Comprehensive School Safety Plan (CSSP) requirements and coordination expectations where applicable, recognizing TCDE's role in safety plan development and oversight and statewide CSSP expectations for K-12 settings.
- Provide coaching and technical assistance related to drills, documentation, and coordination with first responders/partners consistent with local practice and applicable requirements.

Training, Communication and Safety Culture

- Plan and deliver safety trainings to TCDE staff.
- Coordinate safety communications and support site-level safety meetings or committees as needed.
- Create toolkit resources for TCDE program leads and Tehama County districts to reinforce consistent practices.

Collaboration & Service to District Partners

- Provide consultative support to districts to facilitate smooth coordination of safety activities, site access, and emergency readiness.
- Participate in cross-functional coordination with Facilities, HR, and program leadership to reduce risks and improve safety outcomes.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described:

- Minimum of five (5) years' experience in program administration which included program planning, development, implementation, evaluation, coordination, budgeting, and report production.
- Demonstrated supervisory and/or management experience safety/risk management, disaster preparedness, school operations, compliance or related field.
- Experience working in an educational environment, working across multiple sites preferred.

KNOWLEDGE OF:

- Federal, state, and county regulations pertaining to school safety, emergency management and response.
- Safety program fundamentals.
- Principles, concepts, and terminology of emergency management and response.
- Emergency preparedness and response standards.
- Principles and practices of safety and security management.
- Community and governmental organizations and resources available.
- Principles of training and education.
- Issues related to Emergency Preparedness for natural and human caused disasters, such as earthquakes, fire, floods, hazardous materials incidents and civil defense.
- Principles and techniques used in the development and utilization of emergency response and disaster preparedness systems, including but not limited to the Incident Command System (ICS), Continuity of Operations Plan (COOP), State Emergency Management Systems (SEMS), and the National Incident Management System (NIMS).
- Principles of effective written communication, including the preparation of clear and concise reports, documentation and revisions to procedures and plans.
- Techniques and practices of effective implementation and management of policies and procedures related to safety.

ABILITY TO:

- Maintain confidentiality.
- Plan, promote, coordinate and implement programs for safety and emergency preparedness.



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- Develop and write standard operating procedures related to school safety, emergency preparedness, response and recovery.
- Build strong relationships with program staff, host district personnel and other community partners.
- Prioritize and manage workload across multiple programs with changing needs.
- Use independent judgment and initiative.
- Maintain records, plans and prepare correspondence and reports.
- Communicate effectively, both orally and in writing, with all levels of TCDE leadership, staff and stakeholders, and representatives of regulatory agencies.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and evidence of insurance.
- Drive frequently for Department business using own transportation.

PHYSICAL DEMANDS:

The physical demands described below are representative of those required to perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions, consistent with applicable law.

- Ability to remain in a stationary position for extended periods while working at a desk, reviewing documents or participating in meetings.
- Ability to move about office environments, school campuses, and other work sites to conduct inspections, attend meetings, and access work areas, equipment and materials.
- Ability to position self to access materials, inspect work areas, review posted information, and observe site conditions.
 - Bending
 - Reaching
 - Crouching
- Ability to operate a computer, phone and other office productivity equipment, may also include use of basic inspection tools or safety equipment as required.
- Ability to handle, operate, prepare, or position documents, training materials, safety equipment, and inspection tools.
- Ability to travel locally throughout Tehama County to TCDE satellite sites, including entering and exiting vehicles and navigating varied site environments.
- Ability to move objects such as files, training materials, or safety supplies, typically weighing up to 20 pounds, with or without accommodation.
- Ability to work in a variety of indoor and outdoor environments, including classrooms, offices, and school grounds, with varying temperatures, noise levels and lighting conditions.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

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Revised: _____

APPROVED

Print Name: Noelle DeBortoli

Title: Director, Human Resource Services

Signature: 