

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Coordinator, School Safety & Security Services**

**Purpose Statement**

The Coordinator, School Safety & Security Services coordinates, plans, and implements emergency preparedness, school safety, and security strategies and procedures in accordance with applicable laws, regulations, and guidelines for the San Diego County Office of Education (SDCOE), and serves as a school safety and security resource for school districts throughout San Diego County.

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**Essential Functions**

- Leads the SDCOE'S safety committee, coordinates, and serves in a leadership capacity during the development of safety plans and all associated materials for all SDCOE sites.
- Trains SDCOE employees on Incident Command Structure and Emergency Operation Center roles, and acts as SDCOE's emergency services manager.
- Serves as the primary contact on student safety for the SDCOE by interfacing with all stakeholders regarding school safety (i.e., media, government, nonprofit organizations, community members, and vendor contacts).
- Creates and develops written documents including presentations, training materials, and comprehensive school safety plans.
- Works under minimal supervision from broad policies and general objectives.
- Analyzes, evaluates, and solves problems that arise in the course of work, and refers specific matters to superiors only when interpretation or clarification of policies is necessary.
- Trains, supervises, delegates, and assigns work to employees and volunteers; makes hiring recommendations.
- Reviews the work of others; establishes standard operating practices and procedures for employees; provides input in employee performance evaluations and participates in the discipline of employees.
- Develops and provides training to SDCOE, district, charter, and school personnel on a full range of school safety topics, such as: Comprehensive School Safety Plans (CSSP), Incident Command Structure (ICS), Emergency Operation Center (EOC), threat assessment, crisis intervention, crime prevention through environmental design, active shooter preparedness, and hazard and risk assessment.
- Consults with JCCS and Special Education school staff, and "small district" school staff on the annual development of their CSSPs.
- Conducts safety assessments on all SDCOE sites and provides prioritized feedback on findings.
- Conducts site safety assessments for small school districts, as requested, and provides prioritized feedback on findings.

- Forms and leads stakeholder work groups on school safety topics to develop coordinated strategies and procedures for schools in San Diego County.
- Leads SDCOE's safety committee through ongoing safety planning cycles that result in the identification and improvement of safety priorities.
- Creates security procedures for all SDCOE sites.
- Creates partnerships with and represents SDCOE as assigned with stakeholder agencies, Local Education Agencies (LEAs), and aligned nonprofits.
- Develops the capacity of SDCOE leadership staff to manage emergency situations.
- Evaluates vendor safety products and practices to determine their appropriateness in response to school safety needs.
- Attends various professional meetings to remain current concerning trends in the field; attends and/or presents at local, regional, statewide, and nationwide meetings and events as assigned to collect and/or distribute data on behalf of SDCOE.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment, including utilizing pertinent software applications; planning and managing projects; collecting and analyzing data, and evaluating programs; developing effective working relationships; conducting interviews; conducting meetings; facilitating meetings; interviewing techniques and practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information; compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: applicable laws, codes, regulations, and procedures related to emergency services and school and student safety; crisis management methods and procedures; personnel practices; business telephone etiquette; concepts of grammar and punctuation; knowledge of community resources; office application software; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Ability to operate a computer and knowledge of assigned software. Ability to create and follow policies and procedures. Specific-ability based competencies required to satisfactorily perform the functions of the job include: working well under pressure, in stressful, emergency or crisis situations; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; flexible to changing conditions; making quick and accurate

decisions; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions; available on-call; working extended hours; working with detailed information/data; working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job’s functions. There is a continual opportunity to have some impact on the organization’s services.

**Working Environment**

The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling, and significant fine-finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience** Five (5) years of experience in emergency management, law enforcement, security, or related emergency services environment. Closely related experience in schools is preferred.

**Education** Bachelor’s degree in criminal justice, law enforcement, public administration, forensic science, or other closely related field. Certification in California Office of Emergency Services – Standardized Emergency Management Systems is highly desirable.

**Equivalency** A combination of education and experience equivalent to a bachelor’s degree in criminal justice, law enforcement, public administration, forensic science, or other closely related field, and five (5) years of experience in emergency management, law enforcement, security, or related emergency services environment.

**Required Testing**

N/A

**Certificates**

Valid CA Driver’s License

Possession of a valid First Aid and CPR Certification

**Continuing Educ./Training**

As needed to maintain required certifications

**Clearances**

Criminal Justice Fingerprint/Background Clearance

Proof of physical examination including TB Clearance

**FLSA Status:** Exempt

**Salary Range:** Classified Management, Grade

**Established:** 9/2018

Revised: N/A

Approved by the Personnel Commission: 9/12/2018