

Mt. Diablo Unified School District

DISTRICT SAFETY AND SECURITY COORDINATOR

Primary Function:

The District Safety and Security Coordinator develops and maintains a safe and secure environment for students, employees and visitors throughout the district. Evaluates district safety plans and ensures adequate precautions and protections are in place. Promotes a safe and orderly environment by planning and implementing safety procedures, initiatives, and training. Serves as an informational source for faculty, staff and safety and security, and law enforcement throughout the school district. Serves as a liaison to the community; provides updates and ongoing correspondence. The Coordinator works in collaboration with site administration to establish appropriate regulations, procedures, and plans to ensure safe and secure school facilities.

Directly Responsible to:

Superintendent Designee

Qualifications:

- Be able to work with policy and security personnel as well as school district staff.
- Hold and maintain a valid driver's license with no serious violations.
- Hold a Bachelor's degree from an accredited college or university.
- Possess a high level of initiative and a record of public service.
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
- Bloodborne Pathogen training.
- OSHA training.
- Able to handle and maintain confidential reports regarding students, staff, parents, etc.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

Essential Functions and Responsibilities

- Shall establish and maintain a district safety and security program, including:
 - Building security systems
 - Building surveillance systems
 - Visitor registration and identification procedures
 - Emergency plans for evacuations, lock downs, and other crises
 - Security staff orientation and training programs
 - Effective and efficient deployment of security personnel

- Coordination of services with local, state and federal law enforcement and emergency agencies
- Shall assist in directing the deployment of security and law enforcement personnel to manage routine operations and emergency situations.
- Act as liaison with community groups and government agencies including law enforcement.
- Performs related duties as assigned that support the overall objectives of the position
- Assists with coordinating site planning and practice to support academic progress

Knowledge, Skills and Abilities:

- Knowledge of planning and organization of school safety plans, procedures and protocol. Knowledge of emergency preparedness programs.
- Knowledge of applicable laws, codes, regulations, policies and procedures related to school and student safety.
- Knowledge of District policies and procedures.
- Ability to work collaboratively and cooperatively with District administrators, school staff and representatives of other agencies.
- Ability to read, interpret and apply laws, policies, procedures, codes and regulations.
- Ability to prioritize, plan, and coordinate work to meet deadlines.
- Ability to serve as an informational resource to faculty, staff and administrators.
- Ability to communicate effectively both orally and in writing.
- Ability to operate a computer, tablet, and proprietary or mass market software platforms such as Google Docs or MS Office.
- Ability to develop rapport and trust and effectively mediate and resolve conflict.
- Ability to work independently with minimal supervision.

Education, Training and Experience:

Bachelor's degree with three years of increasing responsibilities in management or administration and school experience desired. Security, Risk Management/emergency procedures. Job related experience within a related field.

Additional Requirements:

Valid California driver's license and evidence of insurability.

Bilingual fluency in Spanish is highly desirable.

Criminal Justice Fingerprint/Background clearance.

Working Conditions & Physical Demands:

Primarily an indoor work environment, but travel between district sites is required, with potential exposure to weather or other environmental conditions; potential for emergency call-out and evening, weekend or work on holidays.

Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; sitting for extended periods of time; walking; dexterity of hands and fingers to operate office equipment; driving a vehicle to conduct business activities.

Work Year: 210 Days

Salary: DMA Salary Schedule, Range 12-14 (to be determined)

Approved by the Board: