

Position: District Safety Coordinator

Salary Range: 34

**Summary**

Under general supervision of the Director of Student Services, the District Safety Coordinator performs a variety of duties associated with school safety, at-risk students and outreach services at school sites.

**Distinguishing Characteristics**

Coordinates services related to school and student safety at the school sites and other areas. Assists administrators, counselors, and peer helper advisors with services for at-risk students, including available outreach services offered by community and law enforcement agencies as needed.

**Essential Duties and Responsibilities**

- Establishes and maintains positive relationships with community entities, individuals, and groups; promotes effective communication with parents and the community; promotes positive relations; and identifies resources for information and assistance in both the school district and the community and law enforcement agencies.
- Assists in establishing and maintaining communication with parents, staff, and community and law enforcement agencies.
- Establishes and maintains access to parent, community and law enforcement agencies and distributes information concerning their activities and concerns.
- Assists administrators, counselors, teachers and peer helper advisors to connect at-risk students with school activities and appropriate available resources.
- Assists in maintaining the safety and order of students while enforcing school rules and regulations. Anticipates and intervenes to prevent situations that may cause accidents or endanger student and/or staff welfare or safety.
- Communicates between and among schools on matters affecting multiple campuses.
- Patrols district properties, on foot and/or vehicle, as assigned.
- May participate in all normal patrol activities including the enforcement of local, state and federal laws.
- May issue parking citations in areas of assignment.
- May escort students when appropriate and according to District procedures.
- Assists Police Department, Sheriff's Department and District administration in follow-up investigations including the routine gathering of evidence, questioning of witnesses and apprehension of suspects.
- Responds to and assists at scenes of crimes, crowd control, accidents, and other emergency situations when required.
- May coordinate in-service training on recognizing and identifying at-risk behaviors.
- May recruit volunteers to serve as mentors or tutors for at-risk students.
- May acquire resources and volunteers beneficial to the district's safe school goals to reduce violence, alcohol/drug, and tobacco issues on school campuses.

- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

## **Qualifications**

### **▪ Knowledge and Skills**

Must demonstrate leadership and ability to communicate effectively with school personnel, students, parents and community. Must understand how to establish community and interagency connections. Must have knowledge of gang/violence prevention, drug/alcohol prevention education. Requires knowledge of office practices, procedures and equipment, including filing systems. Requires well-developed report-writing and record-keeping skills. Must have sufficient communication skills to project a positive image and sufficient interpersonal skills to deal with normal and possibly confrontational situations, to facilitate group discussions among students and to coordinate multiple agencies' response to incidents. Requires considerable knowledge of the terminology, policies, practices and procedures of the area to which assigned, including working knowledge of appropriate state and federal codes. Must be able to maintain the confidentiality of records and information. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation and basic arithmetic skills. Must be skilled in using various standard office machines, including computers and word processing and spreadsheet applications.

### **▪ Abilities**

Must be able to assess situations, interpret student behavior and apply appropriate measures to enforce school regulations. Requires the ability to diffuse situations calmly and with authority. Must have the ability to work effectively with culturally and economically diverse individuals and groups. Must be able to learn, interpret, explain and apply knowledge of rules, regulations, programs and policies of assigned office. Requires the ability to interact with staff in a manner that encourages high morale and efficiency. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to analyze situations and accurately adopt an effective course of action. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations. Requires the ability to perform all of the duties of the position efficiently and effectively. Requires the ability to communicate with students, staff, parents and the public using tact, diplomacy and courtesy, and in a manner that reflects positively on the department and District.

### **▪ Physical Abilities**

Requires visual acuity to observe people, facilities, situations and movement. Sufficient ambulatory abilities to stand for extended periods of time, walk continually, run and squat occasionally, and occasionally pull, push, or lift. Requires sufficient hand/eye coordination and manual dexterity to operate a keyboard. Requires sufficient visual acuity to recognize words, letters, and numbers. Requires auditory ability to carry on conversations over the phone and in person.

### **▪ Education and Experience**

High School diploma or equivalent required. Experience working with youths required in structured or unstructured settings. Minimum of 1 year of progressively responsible secretarial and clerical experience, preferably in a school setting, is required. College credit may be substituted for some experience to a maximum of 50% of requirement for position.

### **▪ Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required.