

## PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: June 20, 2018

Revisions: Pending Board Approval

Salary Schedule: 261 ; Row: 3

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

### **JOB TITLE: COORDINATOR, SAFETY & SECURITY**

**JOB PURPOSE STATEMENT:** Under the direction of the Superintendent ~~Director of Risk Management & Environmental Safety~~, the Coordinator of ~~Safety & Security~~ organizes, directs, plans, and evaluates the district's security programs to provide for the protection, security and safety for all students, staff, visitors, district property and equipment; participates in a wide variety of investigative activities that may be highly confidential or sensitive in nature regarding incidents as they pertain to campus security and safety; directs, coordinates and trains district campus supervisors and district administration; works to ensure compliance with state codes, local ordinance, and district protocols and regulations; performs related duties as needed. Provides expertise, information, and assistance in all matters related to safety and security functions of the District.

### **JOB FUNCTIONS:**

- Plans, organizes, directs and evaluates ~~district-wide~~district-wide safety and security program to ensure an effective, efficient and operational campus security model.
- Develops ~~district-wide~~district-wide protocols, procedures, expectations, site responsibilities and training manuals related to school safety and security.
- Develops, coordinates, and conducts initial and on-going training to lead campus supervisors, campus supervisors, site administration and other district personnel on security ~~and safety~~ protocols, procedures, standards of safe and effective campus security practices, and ~~site-specific~~ expectations.
- Maintains and updates security ~~and safety~~ protocols, procedures, standards of safe and effective campus security practices, ~~site-specific~~site-specific expectations, and training manuals.
- Plans, organizes, and coordinates security coverage for daily functions, special events and athletic events.

JOB FUNCTIONS (continued):

- Responsible for selection, supervision, evaluation and training of lead campus supervisors, campus supervisors, and substitute campus supervisors, with input from site administration.
- Responsible to ensure site administrators are well versed in the District's security protocols, procedures, standards of safe and effective campus security practices, and ~~site-specific~~ ~~site-specific~~ expectations.
- Liaison with community members, district and site administrators to ensure that appropriate security services are provided and protocols are followed.
- Liaison with law enforcement and fire agencies to ensure effective placement of service, collaboration and communication on behalf of the safety and well-being of students and district staff.
- Responds to critical incidents and conduct investigations and reporting, as needed.
- Coordinates with local law enforcement personnel regarding District activities and incidents.
- Assists school sites where emergencies are in progress; assess the situation and calls for assistance from local law enforcement personnel, as needed.
- Maintains familiarity with provision of California Education Code, Penal Code, Municipal Code, Board Policies and Administrative Regulations affecting activities of campus security.
- Participates in the development and implementation of physical threat assessments related to persons or property.
- Liaise between campus personnel, campus supervisors, and District administration.
- Evaluates and provides feedback related to emergency drills, after action reports/debriefing, crime prevention and safety programs.
- Performs investigations related to staff and student accidents, injuries and incidents, as needed. Assists with maintaining database related to investigations.
- ~~Works with Director of Risk Management to collect and prepare documents related to claims or litigation.~~
- Participates and attends on-going professional development to stay current with emerging ~~safety and~~ security risks, incidents and trends.

JOB FUNCTIONS (continued):

- Prepares and presents oral and/or written reports as required.
- Knowledge of modern office methods and equipment, including productivity tools programs and the preparation of correspondence, reports, training materials and presentations.
- Assist with keeping District and site maps updated.
- Attends school activities, as needed.
- Performs other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- State Codes, local ordinances and District protocols and procedures; principles and methods of district and campus security; effective practices for maintaining campus control; security and safety of students and District personnel; techniques of group and crowd control; security methods and procedures related to traffic control, investigations, and special operation functions; trends of local criminal street gangs, techniques and strategies of organization and personnel motivation and morale; knowledge of common controlled substances and illegal drugs frequently used by juveniles; knowledge of security systems and equipment; District ~~safety and~~ security practices and procedures, geography and layout of District campuses and properties; principles of good interpersonal and public relations.

Ability to:

- Plan, organize and implement effective and efficient campus security procedures and operations; establish and maintain a safe and secure campus model as a daily routine, during special events and during critical incidents; analyze situations and assume responsibility to exercise independent judgment and select appropriate course of action and decision making in various situations; cope with stress and emergency situations; maintain work effectiveness with frequent changes in workload and prioritizing of assignments; communicate effectively both orally and in writing; keep complete and accurate reports and documentation; meet schedules and timelines; establish and maintain cooperative working relationships.

PHYSICAL ABILITIES:

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential functions listed above.

Physical Demands:

- Able to reach, bend, stand, walk, look down (frequently), sit, drive, stoop, squat, kneel, climb (to roof), push, pull, twist (occasionally) crawl, lay down (infrequently).
- Able to lift/carry up to 50 pounds (infrequently).
- Able to grasp and manipulate tools and supplies.
- Able to climb slopes, stairs, steps, ramps and ladders. Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee.
- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Able to communicate, obtain and disseminate information in English.
- Able to operate office machines and equipment in a safe and effective manner.

Working Conditions:

Work indoors and outdoors, drive to different district sites, exposure to seasonal outside temperatures (30 F to 120 F), dust & wind, sun, insects and noise. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the position.

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma.
- Bachelor's Degree in Criminal Justice Administration, Public Administration, Forensic Science or related field, highly desired.
- Relevant advanced law enforcement or security training (e.g. California Peace Officer Standards and Training, FBI National Academy, etc.), highly desirable.

Experience:

A minimum of five (5) years of security management, law enforcement or military experience. Two (2) years of supervisory experience required. Two (2) years working with adolescent students or school district experience is preferred.

JOB TITLE: **COORDINATOR, SAFETY & SECURITY**

Page 5 of 5

Licenses, Certifications, Bonding, and/or Testing Required:

- Valid Class C Driver's License
- Physical Examination Clearance
- Drug/Alcohol Clearance
- CPR (cardiopulmonary resuscitation) and First Aid certificate or Red Cross Community First Aid and Safety certificate required at time of application.
- TB Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position