



CLASSIFIED
Job Class Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO 34-2021/22
DOCUMENT NO. 11-2021/22
DATED 02/23/2022

DIRECTOR OF SAFETY AND SECURITY

DEPARTMENT/SITE: Student and Family
Support Services

REPORTS TO: Executive Director of Student and
Family Support Services or
designee

SALARY SCHEDULE: Classified Management

SALARY RANGE: 27 per 2021/2022 Schedule

WORK YEAR: 12 Months (261 Days)

FLSA: Exempt

PURPOSE STATEMENT:

Under the general direction of the Executive Director of Student and Family Support Services, the Director of Safety and Security provides strategic direction, leadership and coordination in the development, implementation and evaluation of a variety of safety and security services for the Madera Unified School District. This position is responsible for the overall administration and coordination of the Safety Officers for the District, including security, public safety, and emergency plans; manages assigned programs and services, ensuring District compliance with all applicable local, state and federal policies and laws, in addition to performing related work as assigned. The incumbents in this classification provide the school community with safety, student welfare, and management-level security-related duties, in support of the Student and Family Support Services, which directly support student learning and achievement.

The Director of Safety and Security must be available and on-call to address any emergency arising within the District 24 hours a day, seven days a week.

DISTINGUISHING CHARACTERISTICS

The position in this class is at the managerial level of the School Safety and Security series. The Director of Safety and Security provides strategic direction, leadership and coordination in the development, implementation and evaluation of a variety of safety and security services for the District, and is responsible for the overall administration, coordination, training, and evaluation of the School Safety Officers and School Safety Officer Leads for the District, including security, public safety, and emergency plans.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Administers emergency preparedness, Emergency Operations Centers and coordination with maintenance regarding site fire drills.
- Assists school principals and night custodial staff after school hours with site needs such as vandalism, trespassing, suspicious individuals on campus, school break-ins, drug and alcohol use on campus, and other crimes that require immediate assistance.
- Assists school site administration at all grade levels with disruptive students, students with special needs, and out of control students; assists school personnel, with identified high-risk truancy issues and/or concerns; conducts student wellness checks; escorts school site staff on home visits as necessary.
- Assists After School Program staff with situations that may arise after hours such as suspicious person/s and missing students.
- Provides guidance for administration regarding child custody disputes, child abuse, and community issues

- (e.g., violent crimes within the community) that may affect school safety and security.
- Conducts administrative and criminal investigations related to school matters directly and/or in conjunction with local law enforcement, assists local law enforcement agencies and the District with missing students.
 - Conducts safety and crisis management initiatives, current safety protocols, and periodically leads meetings and safety training of District personnel.
 - Coordinates with local law enforcement agencies such as Madera Police Department, Madera County Probation, California Department of Corrections, the Madera County District Attorney's Office to implement intervention programs and services.
 - Coordinates School Resources Officers, School Safety Officers, facilities security, access control, security cameras, and communication systems.
 - Coordinates school facility safety and security in conjunction with County and City emergency agencies (e.g., Cal-Fire, Fire Department, Sheriff Department, and First Responders); provides assistance with emergency command posts, and access to parking lots, restrooms, and other facilities; coordinates evacuation orders and emergency responses.
 - Develops and administers program budgets; monitors and approves program expenditures and prepares related reports; seeks, secures, and administers, or assists in administering, grants for program and project funding.
 - Develops and implements programs within organizational policies; reports major activities to District administrators through conferences, meetings, and reports; establishes and monitors progress toward program goals and objectives.
 - Drafts policy procedures for Safety programs (e.g., Raptor, Titan, STOPit, and Threat Assessments).
 - Ensures program compliance with applicable local, state and federal regulations such as school site safety plans.
 - Monitors applications (e.g., STOPit) always, including nights and weekends (24/7) for reports of self-harm, threats, suicide, or other emergency concerns.
 - Oversees the implementation and roll out of new programs (e.g., Raptor, STOPit, and Titan emergency communication platforms).
 - Oversees, monitors, and implements intervention programs (e.g., RadKids, Re-Direct Prison program, dangers of social media, and MPD Great Program).
 - Performs general administrative work as required, including preparing correspondence, entering and retrieving computer data, preparing mail, ordering supplies.
 - Plans and implements policies, procedures, training programs, drills, assessments, community partnerships, and parent involvement.
 - Prepares and updates the District's Emergency Management Protocol; ensures staff and students are trained to mitigate, prevent and recover from disasters; collaborates with outside agencies to ensure proper response in emergency situations; responds to and assists in emergency situations District-wide as appropriate.
 - Prepares grant requests, documentation and implementation as well as budgeting and working with vendors regarding cost of products and services.
 - Provides direct intervention with students including transporting student to home.
 - Provides leadership and coordination in the development, implementation, and supervision of District programs pertaining to the promotion and maintenance of staff and student safety and health.
 - Provides trainings and development of Safety Officers; assesses training needs; records and maintains level of trainings; maintains individual record of all Safety Officers; assesses the skill set of all Safety Officers; ensures Safety Officers have proper equipment, required attire, communication devices, uniform safety equipment; maintains, updates, and reviews uniform policies for Safety Officer unit.
 - Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.
 - Researches, reviews, and compiles data and prepares various statistical, administrative and professional reports as required by the District and/or other agencies for report preparation and/ or decision-making purposes; provides safety-related internal communication to appropriate personnel.
 - Serves as a liaison with the District Attorney, City and County law enforcement agencies, neighboring

- school districts, and public agencies in the development of disaster and emergency response plans.
- Serves as a resource to teachers, administrators, principals and other staff; facilitates group meetings to discuss program coordination; coordinates and facilitates professional development and/or training opportunities for students, staff and community members; attends District Safety Committee meetings.
- Supervises and oversees the duties, activities, and work schedules School Safety Officers, School Safety Officer-Leads, and police officers assigned to the District; approves overtime and requests for leave; trains, motivates, reviews, and evaluates District Safety Officers.
- Utilizes prosocial and social-emotional practices as part of a Multi-Tiered System of Support (e.g., Trauma Informed Care, Restorative Justice Positive Behavior Interventions and Supports, conflict resolution).
- Works directly with at risk students regarding gang intervention; conducts group gang intervention discussions, one-on-one direct intervention with students and meets with parents regarding student gang involvement activities; provides intervention strategies regarding gangs.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Law enforcement policies and procedures, crime prevention, investigations, public safety training, life safety programs and operations
- Justice system as it relates to students or criminal/civil activity in the school environment
- Performance management techniques
- District policy, procedures, organization, and locations
- Principles and practices associated with organization and management as applied to the administration, analysis, and evaluation of programs, policies, and operational needs
- Budgeting practices and procedures; special skills at facilitating group processes
- Special skills at facilitating group processes
- Conflict resolution techniques appropriate to deter situations from escalating
- Well-developed written language skills to prepare complex reports
- Well-developed human relations skills to communicate technical concepts to others

Skills and Abilities to:

- Contribute to the successful fulfillment of District Mission; work cooperatively with district personnel, parents, and community representatives
- Work cooperatively with district personnel, parents, and community representatives
- Learn and appropriately apply District policies and procedures and other regulations related to the position
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Resolve conflicts under stress representing the District to the community, and other settings as required
- Apply integrity and trust in all situations
- Train, plan and implement the Incident Command System and understand key roles associated with the Incident Command System
- Develop and administers program budgets; monitor and approve program expenditures and prepare related reports; seek, secure, and administer grants for program funding
- Plan, organize, direct, supervise, train, motivate, review and evaluate the work and performance of subordinates assigned to the District's Safety and Security program
- Design and implement short- and long-range objectives

- Make recommendations on various detailed, controversial, simple, or complex topics
- Develop, implement, monitor, and evaluate program goals and initiatives
- Exercise strict confidence in handling sensitive information; manage critical incidents successfully
- Adhere to safety practices
- Operate standard office equipment including applicable software
- Prepare and maintain accurate records
- Exhibit collaborative leadership of individuals and groups
- Exhibit excellent communication skills, both written and verbal including the ability to communicate during crisis situations

RESPONSIBILITY:

Responsibilities include working under limited supervision following standardized practices and/or methods; providing information and/ or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Bachelor's degree in Criminal Justice, Police Science, Sociology, Psychology, Public Administration or in a related field.

Master's degree in any of the above fields is preferred.

EXPERIENCE REQUIRED:

Five years of experience in one of the following: Law Enforcement as a Sergeant or above; School Resource Officer; or in School Safety Management, which includes the supervision of personnel.

Experience and instruction in firearms; chemical agents; explosives; not limited to, perishable skills, (e.g., defensive tactics; baton/armament systems and procedures (ASP); arrest and control techniques; handcuffing; oleoresin capsicum(OC) spray, which are sponsored by the California Peace Officer Standard and Training (POST), or equivalent training is preferred).

Experience working and leading in a K-12 school environment is preferred.

LICENSE(S) REQUIRED:

- Valid California Driver's License to drive among various District sites for meetings, training sessions, to transport students, school staff, and others, and to supervise Safety Officers; MUSD's District Driver's Authorization
- CPR/First Aid Certificates

(The certifications listed below are preferred)

- Valid Peace Officer Basic Training (Commission on Peace Officer Standards and Training [POST] certified)
- Intermediate, Advanced, and Supervisory (POST) Certifications

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four

- years)
- Pre-employment physical exam E through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and outdoors and requires walking and standing for extended periods
- Lifting students or objects such as boxes containing documents up to 60 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling reaching, handling or crouching to retrieve and store materials and to assist students
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen and to supervise students