



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** June 20, 2018

**Agenda Item:**

Discuss and approve the new classified job description for Safety and Security Manager and Classified Supervisory Salary Recommendation.

**Agenda Placement:**

Action

**Background:**

The District has presented the Personnel Commission with new duties for a classified position with the proposed title of Safety and Security Manager.

Personnel Commission rules 3.1.1 and 3.1.3, 3.2.1 thru 3.2.6 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

**Recommendation:**

It is recommended that the Personnel Commission approve the new classified job description of Safety and Security Manager and Classified Supervisory Salary Recommendation of Range 12 (\$83,196 - \$106,164).

## **Madera Unified School District Classified Job Description**

### **Safety and Security Manager**

#### **Purpose Statement**

The job of Safety and Security Manager is to provide leadership and coordination in the development, implementation and evaluation of a variety of services for the Madera Unified School District. This position is responsible for managing 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.

This job reports to the Executive Director of Student and Family Support Services, or designee.

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#### **Essential Functions**

- 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.
- Plans and implements policies, procedures, training programs, drills, assessments, community partnerships and parent involvement.
- 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.
- Utilizes prosocial and social-emotional practices as part of a Multi-Tiered System of Support such as Trauma Informed Care, Restorative Justice Positive Behavior Interventions and Supports, conflict resolution.
- Coordinates School Resources Officers, School Safety Officers, facilities security, access control, security cameras and communication systems.
- 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.

- Assist in ensuring program compliance with applicable local, state and federal regulations such as, school site safety plans.
- Administers emergency preparedness, Emergency Operations Centers and coordination with maintenance regarding site fire drills.
- Serves as District liaison to the Law Enforcement Community; coordinates program operations with individual schools as needed.
- Assist school personnel, with identified high-risk truancy issues and or concerns.
- 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.
- 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.
- Researches, reviews and compiles data for 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.
- Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.
- Performs general administrative work as required, including preparing correspondence, attending meetings, entering and retrieving computer data, preparing mail, ordering supplies.
- Supervises School Safety Officers and School Safety Officer-Leads.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit.

## **Job Requirements:**

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

#### **KNOWLEDGE of;**

performance management techniques; district policy and procedures; 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; resolving problems; well-developed written language skills to prepare complex reports; well-developed human relations skills to communicate technical concepts to others.

#### **ABILITY to;**

Contribute to the successful fulfillment of District Mission; work cooperatively with district personnel, parents, and community representatives; work cooperatively with others; learn and appropriately apply District policies and procedures and other regulations related to the position; maintain appropriate confidentiality; communicate clearly with diverse audiences; assisting others in need; resolving conflicts under stress representing the District to the community, and other settings are required; apply integrity and trust in all situations.

#### **SKILLS of;**

Adhering to safety practices; operating standard office equipment including software; preparing and maintaining accurate records; and training others.

### **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.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands; significant lifting, carrying, pushing, and/ or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 15% sitting, 70% walking, and 15% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/ or illness.

### **Minimum Qualifications**

**Experience:** Five years' experience in the area of school safety and security which includes responsibility in leadership roles.

**Education** Bachelors' degree in Criminal justice, police science, or a related field.

#### **Required Testing**

Pre-employment Proficiency Test

#### **Certificates**

Valid CDL

MUSD's District Driver's Authorization

First Aid and CPR Certificates

#### **Clearances**

DOJ/ FBI Background Clearance

TB Clearance

#### **FLSA Status**

Exempt

#### **Approval Date**

#### **Salary Range**