

**Madera Unified School District  
Classified Job Description  
Safety and Security Manager**

**Purpose Statement**

The job of Safety and Security Manager is to provide strategic direction, 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 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.

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

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**Essential Functions**

- 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.
- Conducts safety and crisis management initiatives, current safety protocols, and periodically leads meetings and safety trainings of district personnel.
- Conducts administrative and criminal investigations related to school matters directly and/or in conjunction with local law enforcement.
- 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.
- Provides trainings and development of safety officers; assess training needs; records and maintains level of trainings; maintains individual record of all safety officers; assess the skillset of all safety officers; ensures safety officers with equipment, required attire, communication devises, uniform safety equipment, in order to perform the essential

functions of safety officers; maintain, update, and review uniform policies for safety officers unit.

- 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.
- 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 law enforcement policies and procedures, crime prevention, investigations, public safety training, life safety programs and operations; 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; and 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; ability to train, plan and implement the Incident Command System and understand key roles associated with the Incident Command System; relate to a wide variety of people and to observe, listen, motivate, and provide leadership which results in the best environment; strong decision making ability; budget experience; proven performance and resource management skills; lead organize and direct the work of others; design and implement short and long range objectives; make recommendations on various topics, detailed, controversial, simple or complex; develop, implement, monitor, and evaluate program goals and initiatives;

exercise strict confidence in handling sensitive information; and manage critical incidents successfully.

**SKILLS** of adhering to safety practices; operating standard office equipment including software; preparing and maintaining accurate records; and training others; must be skilled in collaborative leadership of individuals and groups; 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.

### **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 one of the following; Law Enforcement as a Sergeant or above; School Resource Officer; or in School Safety Management; which includes the supervising of personnel.

Experience and instruction in firearms; chemical agents; explosives; not limited to, perishable skills; i.e., defensive tactics; baton/armament systems and procedures (ASP), arrest and control techniques; handcuffing; oleoresin capicum(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.

**Education** Bachelors' degree in Criminal Justice, Police Science, Sociology, Psychology, Public Administration or in a related field.

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

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

On-going as needed

Certificates

Valid California Driver's License  
MUSD's District Driver's Authorization  
First Aid and CPR Certificates

**(The certifications listed below are preferred)**

Valid Basic Peace Officers Standard  
and Training( POST)  
Intermediate (POST)  
Advanced and Supervisory  
Certification

Clearances

DOJ/ FBI Background Clearance  
TB Clearance

FLSA Status

Exempt

Approval Date

Salary Range

Classified Supervisory Salary Schedule – Range 12