



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>COORDINATOR - SAFETY &amp; SECURITY</u></b>			
<b>DEPARTMENT/SITE:</b>	Campus Safety Department	<b>SALARY SCHEDULE:</b>	Classified Administrators'
		<b>SALARY RANGE:</b>	05
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Assistant Superintendent of Educational Services or assigned designee	<b>FLSA:</b>	Exempt

#### **BASIC FUNCTION:**

Plan, organize, direct, and implement the District's security program to provide for the protection, security, and safety for all students, staff, visitors, District property, and equipment; participate in a wide variety of investigative activities regarding incidents pertaining to campus safety and security; develop plans and coordinate activities of the District emergency preparedness program; direct, coordinate, and train District campus safety assistants and District administration in crisis response measures; ensure compliance with state codes, local ordinance, and District protocols and regulations; perform related duties as needed. The incumbents in this classification assist in providing students and staff with a safe and secure learning and working environment which directly supports student learning.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all 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.*

Plan, organize, direct, and implement District-wide safety and security program; assess potential threats, and identify and improve safety and security deficiencies to ensure an effective, efficient, and operational campus security model.

In coordination with local public safety departments, develop District-wide protocols, procedures, expectations, site responsibilities, and training manuals related to school safety and security; maintain and update security and safety protocols, procedures, standards of safe and effective campus security practices, site-specific expectations, and training manuals.

Develop, coordinate, and conduct initial and ongoing training to campus safety assistants, site administrators, and other District personnel on security and safety protocols, procedures, standards of safe and effective campus security practices, and site-specific expectations.

Plan, organize, and coordinate security coverage for daily functions, special events, and athletic events; liaise 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.

Assist school sites where emergencies are in progress; assess situations and call for assistance from local law enforcement personnel, as needed.

Respond to critical incidents and conduct investigations and reporting, as needed; coordinate with local law enforcement personnel regarding District activities and incidents; participate in the development and implementation of physical threat assessments related to persons or property.

Perform confidential and sensitive internal investigations pertaining to campus safety and security, as well as staff and student accidents, injuries, and incidents, as needed; work with staff to collect and prepare documents related to claims or litigation; prepare investigation reports and maintain records related to investigations.

Liaise between District administration, site administrators, Campus Safety Assistants, and community members to ensure that appropriate security services are provided and protocols are followed.

Develop and oversee the District's emergency preparedness program for effectiveness and initiate necessary changes; ensure compliance with federal and state preparedness requirements i.e., Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS); evaluate and provide feedback related to emergency drills, after action reports/debriefing, crime prevention, and safety programs.

Make presentations to the Governing Board, management, staff, various committees, and community members, as required; represent the District on committees and associations; research and respond to inquiries from a broad audience.

Represent the Superintendent on community committees and task forces, and in problem-resolution conferences with parents, District staff, and Governing Board members; testify on the District's behalf regarding various legal issues.

Maintain familiarity with provisions of the California Education Code, Penal Code, Municipal Code, Board Policies, and Administrative Regulations affecting activities of campus security.

Participate in and attend ongoing professional development to stay current with emerging safety and security risks, incidents, and trends.

Direct and/or train, supervise, and evaluate staff in areas of responsibility, as assigned.

Prepare and present oral and/or written reports, as required; maintain records related to assigned functions.

Operate a variety of office equipment, including computers and assigned software.

Assist with keeping District and site maps updated.

Attend school activities, as needed.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**OTHER DUTIES:**

May be required to carry a firearm in accordance with all State, Federal, and Local law requirements.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Relevant federal and state laws, codes, local ordinances, and District protocols and procedures.

Principles and methods of District and campus security.

District safety and security practices and procedures, and geography and layout of District campuses and properties.

Security methods and procedures related to investigations, crowd/traffic control, and emergency operations functions.

Effective practices and techniques for maintaining campus control, security, and safety of students and District personnel.

Public disaster preparedness organizations, plans and communications, search and rescue, including Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS)

Crime prevention techniques.

Trends of local criminal street gangs.

Common controlled substances and illegal drugs frequently used by juveniles.

Handgun use and safety measures.

Security systems and equipment.

Interpersonal skills and public relations using tact, patience, and courtesy.

Principles and practices of training, evaluating, and providing work direction to others.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Standard office equipment, including computers and assigned software.

Correct English usage, spelling, grammar, and punctuation.

Basic math, including calculations using fractions, percentages, and/or ratios.

**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.

Demonstrate leadership and composure in emergencies.

Effectively cope with stress and emergency situations.

Maintain work effectiveness with frequent changes in workload and prioritizing of assignments.

Work effectively, both independently and as a member of a team.

Communicate effectively both orally and in writing.

Take responsibility and accept personal accountability for assigned functions.

Maintain confidentiality.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Interview, select, train, supervise, and evaluate the performance of assigned staff.

Prepare clear, concise oral and written reports.

Adhere to safety practices.

Read and process a variety of manuals, and write documents following prescribed formats.

Consider a variety of factors when using equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from an accredited college or university with a bachelor's degree in behavioral science, psychology, criminal justice or public administration, law enforcement, police or forensic science, or related field and at least five (5) years of law enforcement, military, or

security management experience, including at least two (2) years of direct supervisory experience. Relevant advanced law enforcement or security training (e.g., California Peace Officer Standards and Training, FBI National Academy, etc.) is highly desirable. Experience working with adolescent students or education institutions is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid Card is required. Online certificates are not accepted.

Maintain up-to-date certificate in CPR and First Aid.

***Special Requirements:***

Possession of a current concealed carry permit.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Subject to attending meetings during evening hours.

Subject to conducting work during the day, evening, weekend, and holidays, and being on-call during off-duty hours.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and by telephone.

Speaking to be heard in crowds and before groups of people.

Dexterity of hands and fingers to operate a computer keyboard and other assigned equipment.

Seeing to monitor work environment, read a variety of materials and computer screen.

Sitting, standing, or walking for extended periods of time.

Bending at the waist, kneeling, stooping, or crouching to file and retrieve materials.

Reaching overhead, above the shoulders, and horizontally.

Regularly lifting, carrying, and/or moving objects weighing up to 25 pounds and occasionally lifting, carrying, and/or moving up to 50 pounds.

**HAZARDS:**

Adverse weather conditions.

Potential physical hazards involved in intervening in fights and other anti-social, violent, and illegal behavior.

Contact with dissatisfied or verbally and/or physically aggressive individuals.

Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: G.B. 06/26/18; P.C.06/28/18

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025