

## SECURITY COORDINATOR AND ADVISOR

### **Purpose Statement**

The job of Security Coordinator and Advisor is done for the purpose/s of planning, implementing and managing the District's Safe School/Security projects, and programs; in-house advisor on all security matters; organizing and managing the District's disaster preparedness plan; providing professional development and training to district staff as needed; developing assessment systems; complying with federal, state, county and district policies, regulations and/or procedures; and supervising assigned staff.

### **Essential Functions**

- Manages the District's safe schools/security programs; works with district administration to establish, maintain and provide district wide training for the comprehensive disaster preparedness plan.
- Chairs the District Security Work Group; coordinates interdepartmental efforts towards implementing a comprehensive all-hazards safety and security framework.
- Guides the development of threat assessment policy and practice.
- Coordinates the activities of School Resource Officers for the purpose of improving student achievement, meeting district objectives, and ensuring compliance with relevant local, state and federal regulations.
- Monitors School Resource Officers' compliance with the Memoranda of Understanding between District and Police Department.
- Serves as direct liaison to law enforcement during emergent operations within the district office Incident Command System. May assume operational responsibilities during responses to particular contingencies (e.g. managing a successful reunification after a high intensity incident)
- Coordinates research and data analysis with other agencies; contacts various public agencies involved with crime statistics and criminal activity involving district sites.
- Plans, monitors and tracks expenditures related to safety and security and other program budgets.
- Trains school administration and staff (e.g. School Resource Officers, train the trainer, Campus Assistants, etc.) concerning crisis response measures (Threat Assessment Management, Safety Plans Drug Identification, Cyber Bullying, Emergency Response, Gangs, and Domestic/child Abuse Reporting) for the purpose of ensuring the safety and welfare of students and staff and compliance with local, state and federal regulations.
- Maintains records, compiles reports and testifies on the District's behalf regarding various legal issues; coordinates with outside agencies, school sites, law enforcement agencies, boards and committees.
- Verifies residence of students for the purpose of processing inter or intra-district transfer permits and proof of school enrollment and attendance for special programs.
- Prepares materials in written and electronic formats (e.g. reports, brochures, memos, letters, presentations, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Conducts meetings (e.g. safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

### **Job Requirements: Minimum Qualifications**

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

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; applying assessment instruments; operating standard office equipment; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications. Strong writing and communications skills are necessary to communicate abstract concepts in clear and accessible formats to a wide range of audiences. Strong public speaking skills are required.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, calculate and quantify risk factors; calculate and quantify probability; compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: relevant local, state and federal regulations; principles of program administration and evaluation; business telephone etiquette; juvenile law and juvenile field service policies and procedures; community resources, agencies and programs available to parents and students; and stages of student development. Knowledge of strategic and tactical planning conventions are required to help shape policy, develop implementation and assessment processes.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with facilities, equipment and technology is moderate to complex. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with and facilitating communication between persons of diverse educational, professional, and cultural backgrounds; establishing and maintaining effective working relationships; organizing and communicating information and concepts; setting priorities; working as part of a team; dealing with frequent interruptions and changing work priorities; maintaining confidentiality; working with detailed information/data and recommending courses of action.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. Utilization of some resources from other work units is often 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: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

### **Education/Experience**

Any combination equivalent to Bachelor's degree from an accredited college or university with major course work in behavioral science, psychology, social work or related field. Four years of increasingly responsible experience working with facilities safety and security programs. 8 or more years of combined leadership experience as military officer, senior law enforcement or education management. 10 years of experience in public education is desirable. A graduate degree is desirable.

### **Required Testing**

None Specified

### **Certificates & Licenses**

P.O.S.T. Training Desired

### **Continuing Educ./Training**

### **Clearances**

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics.” SUHSD Board Policy 0410*

*Management Salary Schedule  
Adopted by BOT 9.28.15*

*Salary Range 6*