

## **CLASS TITLE: SAFETY AND SECURITY SUPERVISOR**

### **JOB SUMMARY:**

Under the direction of the Coordinator-Safety and Security, organize, supervise, 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; implement plans and coordinate activities of the District emergency preparedness program; supervise, coordinate and train District campus safety employee and school staff, support District administration in crisis response measures; ensure compliance with state codes, local ordinance, and District protocols and regulations; train, supervise and evaluate the performance of assigned staff; perform related duties as needed.

### **ESSENTIAL FUNCTIONS:**

Organize, supervise and implement the District-wide safety and security program; assess potential threats and improve deficiencies to ensure an effective, efficient and operational campus security model.

In collaboration 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.

Conduct initial and on-going training to campus safety employees, site administrators and other District personnel on security and safety protocols, procedures, standards of safe and effective campus security practices, and site specific expectations.

Schedule, dispatch 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; collaborate 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.

Assist in performing confidential and sensitive internal investigations pertaining to campus safety and security, as well as staff and student accidents, injuries and incidents; prepare investigation reports and maintain records related to investigations.

Establish and maintain effective working relationships with District and site administrators; liaise between District administration, site administrators, campus safety employees, and community members to ensure that appropriate security services are provided and protocols are followed.

Assist in the maintenance of the District's emergency preparedness program for effectiveness and identify necessary changes; ensure compliance with federal and state preparedness requirements i.e., Standardized Emergency Management System (SEMS) and National Incident



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.

Oral and written communication skills.

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

Standard office equipment, including computer and assigned software.

**ABILITY TO:**

Organize and implement effective and efficient campus security procedures and operations.

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 appropriate

