

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Security	REPORTS:	Director, Risk Management and Human Resources
DEPARTMENT:	Risk Management	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	226
ISSUED:	05/09/2002	SALARY:	Range 31

BASIC FUNCTION:

Under the direction of the Director, Risk Management and Human Resources, plans, organizes, controls, and directs the overall safety and security of District personnel, students, guests, and property on District premises, including the responsibility for the supervision and training of security staff; promotes school safety, reduces school site violence, and implements the purpose of Assembly Bill 1600, the School Safety and Violence Prevention Act; plans, organizes, and coordinates the District's emergency planning, crisis response, and safety programs; provides assistance and support to schools and departments; and, evaluates the performance of assigned staff.

DISTINGUISHING CHARACTERISTICS:

This position is characterized by the responsibility to perform a variety of safety, security, and related functions with a high degree of accuracy and accountability; to demonstrate knowledge and experience with communication devices, familiarity with "at risk" students, conflict resolution skills, and familiarity with school safety plans; to demonstrate the ability to work effectively under extreme conditions related to school security, natural disasters, emergency conditions, and multi-agency operations; and, to demonstrate substantial knowledge of security functions and operations, and substantial experience in the management, supervision, and training of security operations.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

E = Essential Functions

Plans, organizes, controls, and directs the District's day-to-day operations of its security programs, including crises response, safety, and emergency planning, and provides assistance and support to schools and departments. **(E)**

Participates as a field supervisor in maintaining law and order on District school facilities such as patrolling District property on foot and/or by means of radio and/or patrol car; checks for unlocked or open doors and windows; checks for evidence of vandalism and/or other conditions affecting security. **(E)**

Plans, organizes, and trains assigned security staff. Briefs employees regarding current police and security events, and new policies, procedures, and other pertinent information. Acts as an advisor regarding proper security procedures. Coordinates patrol activities of security staff on duty to ensure protection and security. **(E)**

Maintains and updates District Security Program's Procedures Manual annually, or as needed. (E)

Identifies need for, plans, and conducts community relations programs to obtain District, public support, and citizen cooperation with security operations and procedures. (E)

Responds, as needed, to calls for assistance from campuses, other District offices, allied agencies (Police/Fire/Utility), and District contractors/vendors for District assistance. (E)

Contracts with outside agencies regarding the employment of School Resource Officers and Crossing Guards; manages and supervises the contract performance of the School Resource Officers and Crossing Guard Programs. (E)

Develops, manages, and maintains a permit-parking program for all District Sites. (E)

Manages the District's radio communication system. (E)

Coordinates District Security and Protective Services with local law enforcement agencies. (E)

Establishes and directs command post communication system during crisis and emergency situations. (E)

Develops, implements, directs, and evaluates safety compliance activities, and establishes a program to prevent crisis and emergency situations. (E)

Identifies potential areas of vulnerability and risk; develops and recommends corrective action plans for resolution of problematic issues, and provides recommendations on how to avoid or deal with similar situations in the future. (E)

Coordinates training and works with site and department administrators to supervise security personnel with regard to District-wide policies, procedures, and standards of safe and effective District security practices. Assists and advises in disaster preparedness, safety, crisis response, police and security issues and makes recommendations regarding school security. Participates in emergency drills. (E)

Develops District security program budget and exercises control over approved fiscal budget. (E)

Maintains familiarity with provisions of education code, penal code, municipal code, health and safety code, and other codes and regulations affecting activities of the District security program services. (E)

May conduct sensitive and confidential investigations as required by the Superintendent, his/her designee, or Board. (E)

Directs security coverage for athletics, special events (e.g. board meeting, graduations), and other pupil or public event activities. Coordinates with local law enforcement to secure support and provides coordination and supervision of security staff. (E)

Directs coordination of security matters and provides site administrative assistance with student discipline, criminal investigations, and arrest activities. (E)

Reviews existing policies, laws, codes, regulations, procedures, and pending legislation affecting the District security program operations and recommends measures for improvement. (E)

Develops and organizes emergency procedure programs and advises administrators at each school site and District facility regarding safety, police and security issues, and ensures distribution of emergency plans to appropriate staff. Makes recommendations regarding school safety. **(E)**

Develops direction and protocol and schedules yearly mock disaster drills and simulated crises; monitors, evaluates, and makes recommendations regarding the drills, training, equipment, and event response. **(E)**

Directs and coordinates all interaction with police, fire, and disaster preparedness agencies at the local, county, and state levels; represents the District at all District, County, and State Emergency Preparedness meetings. **(E)**

Establishes, maintains, and supports standards of personnel conduct and discipline in accordance with current discipline policies approved by the Board.

Demonstrates familiarity of school safety plans for each school site and “at-promise” students, utilizes conflict resolution skills and communication proficiency.

Ensures all security personnel receive mandated trainings and professional development necessary to perform required duties. **(E)**

Participates in screening, hiring, assignment, supervision, and evaluation of District security personnel, temporary employees, and develops work schedules to provide maximum-security services. **(E)**

Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files regarding the District security program and such activities as intrusion alarms, crime, and investigation reports. Develops and implements short and long-term plans and activities, disseminates information accurately and in a timely manner. **(E)**

Serves on committees and represents the District at a variety of meetings related to assigned functions, including those related to crisis response, safety, and emergency preparedness. **(E)**

Writes and revises policies and administrative regulations pertaining to assigned functions. **(E)**

Keeps informed of current trends for improving service delivery methods, procedures, equipment, and standards of conduct related to safety, crisis response, and emergency programs. **(E)**

Ensures compliance with policies and regulations as defined by board policy, California penal code, education code, and District security procedures. **(E)**

Reviews security reports to ensure they are properly written and provides accurate information for the District and law enforcement agencies. **(E)**

Monitors alcohol, drug and tobacco use and problems on campuses. May make presentations to students, parents, and community members regarding prevention. Meets with students and staff members to discourage substance abuse and provides advice regarding involvement in drugs. **(E)**

Coordinates the District Narcan training or other applicable trainings for administration, registration, and use policy for the District.

In-services District employees, administrators and community members regarding gang awareness and prevention strategies. **(E)**

Provides relief as the Emergency Operations Center (EOC) director, coordinator, and/or safety officer in

coordination with the disaster preparedness protocols and emergency operations/incident command system activations. **(E)**

Acts as a liaison with local law enforcement as needed. **(E)**

Operates, maintains, and instructs others in the use of a variety of security equipment. **(E)**

Performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

Bachelor's degree in Police Science, Business Administration, Administration of Justice, Criminal Justice, Public Administration, Security Management or Administration, or closely related field is required. An equivalent combination of education and experience may be considered. Two years' experience in a closely related field can be substituted for each year of education.

Must currently possess or complete SB 1626 within thirty (30) days after employment.

Completion of Peace Officer Standards and Training (Penal Code 832) is required within ninety (90) days after employment.

Possession of a current First Aid and CPR card.

Minimum of three (3) years experience in school security and/or law enforcement, private sector security, or school administration, including related managerial and training functions. Experience working directly with public school students and staff is highly desirable.

Present or recent full-time employment in municipal, state, or local law enforcement is highly desirable.

Employment eligibility that may include fingerprints, health (TB), and/or other employment clearance.

Must have valid California driver's license and automobile available for use. Must be willing to attend evening, night, and weekend meetings. Must have ability to obtain and maintain insurability status under the District's vehicle insurance policy.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accepted personnel management practices, including those pertaining to District Security Officers, School Resource Officers, and Crossing Guards.
- Investigation techniques and procedures.
- Legal mandates related to crisis response, emergency planning, and safety.
- Research methods and report writing techniques, including crime reporting.
- Record-keeping techniques.
- Laws of arrest, search and seizure, evidence, and security practices, procedures and methods dealing with group and individual behavior.
- Applicable sections of the State Education Code, California penal code, vehicle code, health and safety code, use of force, and other laws, rules, and regulations related to assigned activities, particularly as they pertain to juveniles.

- District organizations, operations, policies, and procedures.
- Technical aspects of field of specialty.
- Principles of organization, operation, and supervision of District safety and prevention programs.
- Principles and practices of management.
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties.
- Budget preparation and control.
- Applicable federal, state, and local laws, codes, regulations, and procedures.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, compositions, and mathematics.
- Interests, attitudes and developmental process of elementary, middle, and high school students.
- First Aid, CPR and Narcan.
- Procedures for directing and all aspects of traffic control strategies.
- Methods and procedures used for security operations.
- Investigative procedures.

ABILITY TO:

- Provide counsel to District staff on crisis response, safety, and emergency preparedness issues.
- Respond calmly and effectively in emergency or confusing situations.
- Plan, organize, and administer comprehensive crisis response, safety, and emergency planning preparedness programs.
- Ensure compliance with safety programs and procedures.
- Operate a computer terminal and audio-visual equipment.
- Administer assigned budgets and allocate funds.
- Communicate effectively, both orally and in writing.
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion.
- Coordinate and supervise the work of others.
- Analyze situations carefully and adopt an effective course of action.
- Interpret, apply, and explain administrative and Board policies, laws, regulations, and collective bargaining agreements.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions.
- Work independently; work under pressure.
- Understand, analyze, and prepare comprehensive narrative and statistical reports.
- Establish and maintain cooperative and effective working relationships with District personnel, community members, and local, state, and federal agencies.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

- District office environment, school sites, Board meetings, and meetings with local, state, and federal agencies.
- Demanding timelines.
- Subject to responding and driving to a variety of locations to conduct work during day, evening, and/or various hours, and emergency response.
- Subject to frequent interruptions and extensive contact with students, parents, and the public.
- Indoor and outdoor environment.
- Subject to various emergency situations.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read and to prepare/process documents, and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking for extended periods.
- Walking over rough or uneven surfaces.
- Physical activity may be required, which could include moderate lifting.
- Pushing and pulling heavy objects (separating/controlling junior high or high school students engaged in a physical altercation).

HAZARDS:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.
- Exposure to verbal abuse and harassment.
- Potential physical hazards involved in intervening in antisocial, illegal and violent behavior.
- Exposure to contact with blood or body fluids.
- Exposure to adverse weather conditions.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Coordinator, Security and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(SIGNATURE OF EMPLOYEE)

(DATE)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Office.

Board Approved: 05-09-02
 Revised: 10-05-06
 Revised: 01-24-08
 Revised: 09-07-23