



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Coordinator - School Safety and Preparedness**

**Class Code: 1632**

**Work Days: 210**

**GENERAL PURPOSE**

Manage, plan, and coordinate specialized services in support of school safety programs for school districts in Orange County. Support the day-to-day development, implementation, and management of program activities; facilitate activities that raise community awareness about school safety; serve as a liaison with other agencies; serve as a resource to school districts and other agencies in the areas of safe school practices, preparedness, and violence prevention; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives general supervision from higher level management staff.
2. Exercises direct supervision over clerical and technical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
  2. Develop and implement violence prevention and safe school protocols for students, staff, and parents.
  3. Provide training sessions for parents to include information on violence prevention and related activities.
  4. Develop, schedule, and facilitate a variety of training seminars and workshops related to school safety and preparedness and violence prevention; and provide consultation and technical assistance to districts regarding school safety and preparedness.
  5. Participate in the preparation and administration of budgets for assigned grants, submit budget recommendations, and monitor expenditures.
  6. Promote anti-violence policies and procedures in the community and at schools.
  7. Increase the number of community-based organizations working with schools and the number of school-based personnel who participate in safe school planning.
  8. Identify motivational speakers and trainers related to violence prevention and safe school practices.
  9. Enhance safe school protocol activities specifically addressing the features of threat assessment.
  10. Increase the effectiveness of school/business partnerships and the number of students, staff, and parents involved.
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11. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
  12. Maintain records pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness and planning of duties.
  13. Participate on a variety of boards, commissions, and committees; attend and participate in professional group meetings; remain abreast of new trends and innovations in the fields of safety, preparedness, and disaster response.
  14. Demonstrate attendance sufficient to complete the duties of the position as required.
  15. Perform related duties similar to the above in scope and function as required.

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Instructional and behavior management strategies related to safe schools and prevention education.
2. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
3. Recent research findings and trends relating to safe schools and violence prevention protocols.
4. Operations, services, and activities of school safety/preparedness programs; current research of relevant trends, best practices, and mandates.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Basic procedures, methods, and techniques of budget preparation, reporting, and control.
7. Procedures, methods, and techniques of project and workflow management and organization.
8. Pertinent federal, state, and local laws, education and health codes, regulations, and standards/principles.
9. Community based organizations, educational agencies, law enforcement agencies, other local, state, and federal agencies, and private organizations and businesses that could be involved with or supportive of the program.

#### **Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; and effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Develop and present training materials.
5. Plan, implement, and facilitate activities and procedures designed to ensure the successful completion of this program.

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6. Establish and maintain effective working relationships with various constituencies.
  7. Interpret and explain laws, codes, contracts, policies, and procedures.
  8. Develop and provide presentations/trainings to school staff, students, community-based organizations, the business community, and others.
  9. Prepare clear and concise correspondence, reports, and other written materials.
  10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  11. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in psychology, sociology, or a related field and four (4) years of experience in community work, violence prevention, safety and preparedness programs, or a related field; or an equivalent combination of training and experience.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

#### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

#### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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Employee typically works in an office environment that is fast-paced with high pressure.