



# Beverly Hills Unified School District

**March 2, 2018**

**Description:**

District Director of School Safety will report to the Superintendent and coordinate district and school staff in the implementation of "best practices" safety guidelines and procedures. Serve as the law enforcement and fire service liaison for the School Board and all law and fire enforcement agencies serving Beverly Hills Unified School District. The individual in this position will be responsible for developing and implementing the district wide safety plan and other related duties as assigned by the Superintendent.

**Performance Responsibilities:**

1. Plan and direct a staff development program for all areas of school safety based on needs assessment. Possess the ability to present safety training to all employees of the District.
2. Oversee security and alarm systems.
3. Lead school-based administrators in a development of a staff safety plan.
4. Identify strengths and weaknesses of the various aspects of district and school safety guidelines and procedures, and prepare reports.
5. Develop a comprehensive plan for district and school safety and work collaboratively with persons responsible for implementation of the plan.
6. Insure the District complies with state law requirements regarding safety and security.
7. Communicate safety information and needs with school administrators and departments, and other governmental agencies. (Coordinate with those agencies for annual drills)
8. Communicate school safety programs to parent groups.
9. Communicate District policies and state laws to the public and individuals.
10. Interpret the District and School's Comprehensive Safety Plans to school personnel and community members.
11. Respond to safety and security inquiries or concerns in a timely manner.
12. Exercise proactive leadership in promoting the vision and mission of the District.
13. Assist with applying for appropriate competitive grants.
14. Involve all levels of employees in the development of District and Schools' Comprehensive Safety Plans.
15. Facilitate and coordinate district safety response teams.
16. Promote school safety programs within schools and departments.
17. Assist in staff development programs at District and building levels.
18. Attend pertinent state and national conferences for informational purposes.
19. Promote school safety through use of professional organization resources.
20. Implement and monitor approved grants.
21. Assist in developing a school safety budget.
22. Work with District School Administrators in the hiring and supervising of police liaisons, school security and general oversight and collaboration with police liaison and school security in all schools.
23. Other duties as assigned.

**Knowledge and Critical Skills:**

1. Proficiency and expertise in developing policies and administrative procedures related to school safety.
2. Utilizing technology in the implementation of a comprehensive safety program.
3. Establishing and maintaining effective communication techniques between law enforcement and fire service agencies and school district personnel.
4. Handling emergency situations.
5. Communicating effectively with the community on school safety issues.
6. Must demonstrate written and verbal communication skills.
7. Organizational and leadership skills in an educational setting.
8. Must have working knowledge of gangs and violence and how to effectively work with law enforcement and school officials in the reduction of gang related activities in a school setting.

**Experience:**

The knowledge, skills and abilities listed above are typically acquired through the levels of education and experience listed. However, any equivalent combination of education and/or experience, which provides an applicant with the listed knowledge, skills and abilities to perform the essential duties and responsibilities of the position.