

CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS TITLE : COORINDATOR-SAFETY AND SECURITY

JOB SUMMARY:

Under the direction of the Assistant Superintendent-Educational Services, plan, organize, direct, and implement the District's security program to provide for the protection, security and safety for



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:

Plan, organize and implement effective and efficient campus security procedures and operations. Establish and 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 select appropriate course of action and decision-making in various situations.

Demonstrate leadership and composure in emergencies.

Effectively cope with stress and emergency situations.

Maintain work effectiveness with frequent changes in workload and prioritizing of assignments.

Communicate effectively both orally and in writing.

Take responsibility and accept personal accountability for assigned functions.

Maintain confidentiality.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Prepare clear, concise oral and written reports.

Operate radio and office equipment, including computer and assigned software.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from an accredited college or university with a b D F K H O degree in behavioral science, psychology, criminal justice or public administration, law enforcement, police or forensic science, or related field and at least five (5) years of law enforcement, military or security management experience, including at least two years of direct supervisory experience. Relevant advanced law enforcement or security training (e.g. California Peace Officer Standards and Training, FBI National Academy, etc.), highly desirable. Experience working with adolescent students or education institutions, is preferred.

#### LICENSES AND OTHER REQUIREMENTS:

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Subject to attending meetings during evening hours.

Subject to conducting work during day, evening, weekend and holidays, and being on-call during off-duty hours.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and by telephone.

Speaking to be heard in crowds and before groups of people.

Dexterity of hands and fingers to operate a computer keyboard and other assigned equipment.

Seeing to monitor work environment, read a variety of materials and computer screen.

Sitting, standing or walking for extended periods of time.

Bending at the waist, kneeling, stooping or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Regularly lifting, carrying and/or moving objects weighing up to 25 pounds and occasionally lifting, carrying and/or moving up to 50 pounds.

**HAZARDS:**

Adverse weather conditions.

Potential physical hazards involved in intervening in fights and other anti-social, violent and illegal behavior.

Contact with dissatisfied or verbally and/or physically aggressive individuals.

**CLEARANCES:**

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug/Alcohol Screen