

SANTA CRUZ COUNTY OFFICE OF EDUCATION
DIRECTOR, SCHOOL SAFETY AND RISK PREVENTION

DEFINITION

Under general administrative direction, provide leadership and guidance to the Santa Cruz County Office of Education's student programs and Santa Cruz County School Districts in disaster response, crisis management and student threat assessment. Working in collaboration with Santa Cruz County's team for Safe School and Communities; help implement and support countywide protocols such as the Immediate Response protocol and the Student Threat Assessment process. Responsibilities will include training, crisis communication, plan development and support to local school districts, and collaboration with law enforcement, behavioral and mental health providers and other County partners and stakeholders.

SUPERVISION EXERCISED

Exercise direct supervision over technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develop and implement countywide protocols, procedures and expectations related to school safety and security.

Develop, coordinate and conduct ongoing training to school leaders, teachers, support staff and community partners on security and safety protocols and student threat assessment.

Coordinate countywide Threat Assessment Team and perform confidential and sensitive investigations.

Coordinate and review cases on a regular basis.

Provide support to school and district administrators in conducting Threat Assessments.

Attend Broad-Based Apprehension, Suppression, Treatment and Alternative (BASTA) meetings and facilitate when needed.

Provide support to school and district administrators in achieving positive outcomes for students at risk.

Participate in Santa Cruz COE and community-based initiatives and activities that enhance student safety and youth development including activities supported by the Coalition for Safety Schools and Communities.

Work with school districts, government agencies and community groups to coordinate and effectively implement programs and services in the area of social emotional supports including training in Trauma-Sensitive Schools, social media, cyberbullying, digital citizenship, restorative practices and positive behavior interventions and support (PBIS).

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

Provide expertise to school and community leaders on topics related to social emotional learning, Multi-Tiered Systems of Support (MTSS), cultural humility and responsiveness, school safety, substance abuse, vaping, mental health and wellness.

Participate in and contribute to national, state and local efforts to improve learning conditions for all students and advance student achievement and post-secondary opportunities for all subgroup populations.

Develop, manage and monitor budgets for multiple funding sources.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Diverse student populations, especially students from vulnerable populations.

Student discipline policies and procedures, including alternatives to suspension and expulsion.

Education code and laws governing discipline for students on Individual Education Plans (IEP) and 504 accommodations.

Immediate Action Response Protocol for the Santa Cruz County.

Multi-Tiered System of Support (MTSS).

Student threat assessment procedures.

Trauma-Sensitive Schools and other coordinated systems for student supports.

Strategies that support student learning and growth across all student populations.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal communication and relationships.

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

Modern office practices, methods, computer equipment and software.

Principles of data collection and/or record keeping and report preparation.

Safe driving principles and practices.

Knowledge of (continued):

Values clarification and active listening skills.

County Office policies and procedures.

Skill and Ability to:

Lead change initiatives.

Create and support innovation.

Leverage student information systems and databases to access meaningful data and provide quality reports focused on student outcomes and associated strategic goals.

Provide leadership in a variety of contexts, including with other Student Services administrators, districts and school site leaders.

Meet schedules and timelines.

Work as part of a team.

Resolve conflicts with positive results in a timely manner.

Communicate effectively both orally and in writing for multiple audiences.

Work independently with little direction to meet schedules and timelines.

Develop and manage a budget.

Exchange information and make presentations.

Operate modern office equipment including computer equipment.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

A Bachelor's degree from accredited college or university with major course work in education or a related field applicable to the position.

EDUCATION AND EXPERIENCE (CONTINUED)

Experience:

Two years of experience as a site and/or district office administrator. Preferred experience in the following areas, but not required: 1) field of social work and/or school counseling; 2) emergency management; or 3) working with programs that support underserved populations.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, the employee is regularly required to stand and to sit, use hands to finger, handle or feel; reach with hands and arms; talk and hear. Frequently required to walk; occasionally may be required to move, carry or lift up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

Frequent travel in personal automobile to school sites and throughout the community.

Approval Date: October 15, 2019