



Position Title: **Student Safety and Prevention Supervisor**

Department: Student Services

Reports To: Director of Student Services

SUMMARY: Ensures the provision of a prevention oriented safe learning environment for students across the district. Supports a positive learning environment for students that is designed to minimize threats and other disruptions in the schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Works collaboratively with all departments and personnel to implement systems to ensure student safety and eliminate risk factors
2. Develops and communicate emergency response plans
3. Assists with development and implementation of programs deemed necessary to address behavior, attendance, and student/family support services
4. Utilizes data sources designed to improve student attendance and behavior
5. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission
6. Identifies barriers to student success and develop/ implement intervention strategies to address them
7. Assesses home, community and school conditions impacting a student's social and academic achievement to include student attendance, including home visits as necessary
8. Directs students and families to appropriate non-District-based resources and serves as a liaison to community agencies in coordinating and managing their delivery
9. Works cooperatively with other student support personnel and, as necessary, outside agencies in delivering programs designed to prevent student engagement in unhealthy behaviors to include drugs and alcohol
10. Conducts safety/ threat assessments
11. Supports student behavior intervention plans
12. Updates and educate staff annually on district threat response protocols
13. Serves as a liaison between the District, students and their families
14. Provides training and consultation to faculty, administrators and other school personnel related to district safety and threat response protocols in order to ensure consistency and an effective response to internal and external safety concerns
15. Maintains appropriate records and produce necessary written reports
16. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English
17. Works proactively to remove personal and social barriers to learning

18. Empowers students to be advocates for themselves and others
19. Corresponds with district staff and stakeholders via email
20. May be asked to translate, if applicable
21. Maintains regular on-time attendance

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS:

1. Associate's degree or higher
2. Experience in law enforcement or related field
3. Bilingual/ biliterate in English and Spanish required
4. Knowledge of growth and developmental stages of children
5. Ability to work effectively as part of a team or independently with staff, students, and parents
6. Ability to use a computer and other technological equipment
7. Excellent oral and written communication skills with the ability to speak effectively to large and small groups
8. Excellent human relations skills with the ability to establish good relationships with diverse individuals and groups
9. Ability to manage a wide variety of guidance/services information
10. Problem solving skills & knowledge of problem solving methodology
11. Ability to maintain and verify completeness of records
12. Ability to provide leadership to staff in areas of specialization
13. Physical ability to train/or assist staff in physical management of students in crisis
14. Ability to effectively work and communicate with students, parents and school personnel from diverse cultures or backgrounds
15. Working knowledge of Individuals with Disabilities Education Act (IDEA) regulations and procedures

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public. Bilingual/ biliterate in English and Spanish required.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed and basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: 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 the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and audio visual carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date