

**DESERT SANDS UNIFIED SCHOOL DISTRICT**  
**Office of Classified Personnel Services**

**Classification:** DIRECTOR OF SECURITY AND SAFETY SERVICES  
**Employment Category:** Management/Supervisory

**Salary Range:** 26  
**FLSA Designation:** Exempt

**Job Summary:**

Under Direction of the Deputy Superintendent, organize and direct activities of the District Safety and Security Services department in accordance with the laws of the State of California and the policies and practices of the Desert Sands Unified School District; to provide District security support to school sites and other district facilities; to provide protective services for the district students, employees and assets; to provide highly complex and confidential staff assistance to Administration. This classification is the District's chief security officer and emergency response and disaster preparedness coordinator. This position oversees the operation of the Emergency Command Center.

**Essential Job Functions:**

- Directs and manages District Safety and Security and Emergency Operations.
- Consults with District personnel, law enforcement and other public safety agencies for the purpose of coordinating efforts and acquiring information relative to the safety, security emergency response preparedness of District sites and personnel.
- Communicates and advises individuals on security and emergency preparedness issues and topics for the purpose of providing guidance and direction, ensuring the highest level of service to the district and community.
- Consults with representatives of law enforcement, County Fire and other public safety agencies for the purpose of ensuring interagency coordination and cooperation in emergency preparedness and critical incidents.
- Develops and organizes emergency and critical incident preparedness procedures at school sites and other District facilities; scheduling and monitoring disaster drills for the purpose of evaluating drills and making appropriate recommendations as needed. Work with public agencies on community disaster drills.
- Directs and manages District security program for the purpose of ensuring safety and security of students, staff and District assets; and compliance with all federal, state, local and District rules, regulations, policies and procedures.
- Directs and participates in the preparation, administration and maintenance of the department budget for the purpose of ensuring financial records are maintained, adequate funds are available to meet District needs; and funds are utilized in accordance with applicable policies, procedures and guidelines.
- Manages, supervises, selects and evaluates security personnel for the purpose of ensuring efficient operation of the department; and provide training and development, performance evaluations and decisions on hiring, termination, problem identification and resolution.
- Performs and oversees investigations for the purpose of determining and documenting facts and pursuing further action as appropriate.
- Performs training and professional development for District and community for the purpose of providing knowledge, skills and abilities to individuals necessary to provide a safe and secure environment; in accordance with the District Strategic Plan
- Prepares and directs preparation of written materials, reports and documentation in an automated system of records management, including but not limited to fire alarm, intrusion alarm, crime and investigation reports for the purpose of documenting facts and communicating essential information.
- Directs response to emergency situations and establishes incident command post and oversees the Emergency Command Center during critical incidents for the purpose of ensuring safety of students, staff and District assets.
- Provide training and information to employees designated as school crossing guards.
- Reviews and monitors and recommends for purchase District intrusion, fire alarms, emergency communication and video surveillance systems for the purpose ensuring efficient and effective operation, as needed for the District Central Station.
- Makes presentation and provides training to administrators, employees and schools on issues related to security and safety of the District and schools.
- Review the required safe school plans and oversee implementation.

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**Other Job Functions:**

- Serves as District representative to the media on security/safety issues, and other community organizations related to security and/or emergency response or preparedness.
- Responsible for the operation of the Emergency Command Center

**Essential Job Requirements - Qualifications:**

Successful security, or law enforcement management experience in the public school level is preferred. Demonstrated ability in law enforcement and security techniques and methods; Record of ability to investigate security incidents. A demonstrated ability to interpret and enforce federal, state and local laws and statutes, district policies and procedures. Knowledge of crime reporting requirements; A record of interpreting laws of arrest, legal rights of citizens, students and staff and rules of evidence and court procedures. A demonstrated ability to develop and implement record-keeping techniques, office policies, procedures and objectives. Record of ability to communicate openly and work productively with campus and public communities. A demonstrated ability to develop security, safety and emergency management procedures, disaster preparedness and crime prevention techniques and methods. Experience in providing strong leadership for security technology including video surveillance, intrusion and life safety systems, electronic communication systems, access control systems and personal protection systems. Knowledge of budget development, budget monitoring and development procedures; Ability to analyze the strengths and weaknesses of various protection devices, personnel performance and security procedures and services and to stimulate staff cooperation in developing appropriate plans for improvement is highly desirable.

**Essential Job Requirements – Qualifications (Continued):**

- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 52 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 20 pounds maximum force and possess the capability to pull 20 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Student disturbances. Other Atmospheric Hazards: Dusts=Pollen, dirt, open fields.
- **Education and Training Required:** Bachelors degree in Criminal Justice, police science or related field, possession of 832 Reserve Certificate and four (4) years experience working in a law enforcement or campus security environment; two (2) years of supervisory experience; OR Associate's Art Degree with coursework in Criminal Justice or a related field, possession of 832 Reserve Certificate and six(6) years experience working in a law enforcement or campus security environment; two years of supervisory experience; OR eight (8) years experience working in a law enforcement or campus security environment ; two years of supervisory experience and possession of 832 Reserve Certificate.
- **Licenses, Certifications and Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Must possess or have the ability to obtain a valid California Drivers license.
  - Possession of a valid CPR and First Aid card issues by the American Red Cross, American Heart Association or other certified agency as determined by the District.
  - Possession of or completion within the first year of employment the Campus Security Course or Campus Law Enforcement Course (Ed Code 38001.5)