

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

***POSITION TITLE: SAFETY DIRECTOR***

**DEFINITION:** Under the direction of the Assistant Superintendent, the Safety Director develops, evaluates and implements disaster response and crisis management activities for the district. As such, the Safety Director provides disaster preparedness training to leadership and staff, schools, parents, students, and community leaders; represents PGUSD within the Monterey County emergency response and coordination efforts and activities; plans and coordinates emergency preparedness and security drills with stakeholders and government agencies; plans and implements the safety and security program for PGUSD; maintains the readiness of PGUSD's emergency response and provides expertise, knowledge and ability during an emergency; responds to emergencies on an on-call 24/7 basis.

***ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:***

- Plan and implement disaster response and crisis management activities for PGUSD; develops and writes standard operating procedures and continuity of operations programs to be used in response to disasters or emergencies, such as earthquakes, floods, fires, and other natural disasters, health emergencies, outbreaks, gas leaks, environmental hazards and extraordinary catastrophic events such as nuclear accidents, terrorist attacks, active shooters, and recover from these events
- Assure Cabinet members and other members of the leadership team are trained and knowledgeable of safety and emergency procedures
- Develop, evaluate and implement the district's Safety Plan
- Chair student safety committees which include developing agendas, action plans, studies, project planning and management, facilitation and implementation of projects
- Collaborate with the administrators, community, students and parents to set priorities for long-term strategies and plans for implementation
- Foster rapport with District personnel and provides support and leadership to their disaster response and crisis management activities
- Identify needs and ensures school and student safety standards adhere to industry best practices, corrects any deficiencies, and constantly seeks out ways to improve while collaborating with stakeholders, specifically throughout the collocated spaces in Districts
- Prepare and deliver trainings on school safety and security to PGUSD leadership and staff, parents, students, community leaders to support policy and enforcement, and strengthen prevention, mitigation and response capabilities
- Conduct routine site visits and safety checks and coordinates with school, staff and collocated District principals on emerging needs and safety concerns
- Assist school personnel with safety and security planning through site visits, professional development opportunities, one-on-one consulting services, and other means as needed to ensure school safety
- Plan, coordinate and evaluate emergency drills, functional tests, scenario discussions, and simulation exercises to test the effectiveness of emergency plans and communication systems
- Proactively engage District leaders, principals and school communities in developing safety priorities, defining roles and responsibilities, building capability and creating systems of accountability to ensure safe and secure school climates and workplace environments
- Responsible for the development, review, and management of the safety budget for
- Maintains the readiness of PGUSD's emergency response at all times and provides expertise, knowledge and ability during an emergency; responds to emergencies on an on-call 24/7 basis

***POSITION TITLE: SAFETY DIRECTOR, Continued***

- Collaborates with internal and external personnel in planning standardized responses to critical incidents in accordance with the state and federal Incident Command System (“ICS”) model
- Conducts planning and research activities relating to all aspects of public safety and security in a public school system environment
- Assure each classroom has a known, posted, and distributed plan for emergencies that accounts for the unique components of the location; ensure continuous collaboration and communication
- Safeguard and maintain accurate administrative records and inventory control of disaster equipment
- Assure compliance with federal and state laws and mandates; fulfills monitoring and reporting requirements regarding school safety
- Collaborate with others in securing grant funding to support school safety initiatives
- Operates a computer and assigned software program; operates other office equipment as assigned; drives a vehicle to conduct work as assigned
- Other duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- Federal, State and county regulations pertaining to emergency management and response
- Principles, concepts and terminology of emergency management and response
- Emergency preparedness and response standards
- Principles and practices of safety and security management
- Community and governmental organizational and resources
- Principles of training and education
- Issues related to Emergency Preparedness for natural and human caused disasters, such as earthquakes, hazardous materials incidents, civil defense, and floods
- Principles and techniques used in the development and utilization of emergency response and disaster preparedness systems, including but not limited to the Incident Command System (ICS), Continuity of Operations Plan (COOP), State Emergency Management Systems (SEMS), and the National Incident Management System (NIMS)
- Principles of effective written communication, including the preparation of clear and concise reports, documentation and revisions to procedures and plans
- Techniques and practices of effective implementation and management of budgetary and other management procedures

### **Ability to:**

- Plan, promote, coordinate and implement programs for emergency preparedness
- Develop and write standard operating procedures related to emergency preparedness, response and recovery
- Work with and engage the cooperation of diverse groups, including volunteers
- Communicate effectively, both orally and in writing, with all levels of PGUSD leadership, staff and stakeholders, and representatives of regulatory agencies
- Prepare professional reports and develop program materials and plans
- Maintain effective public relations with public safety organizations, government officials and others
- Provide training on emergency preparedness and ICS
- Analyze administrative problems and conduct studies in disaster planning
- Maintain records and controls and prepare correspondence and reports
- Work independently to identify needs and emergency management system deficits and recommend improvements of emergency management planning operations
- Use independent judgment and initiative
- Respond to emergencies on an on-call 24/7 basis

**POSITION TITLE: SAFETY DIRECTOR, *Continued***

- Work nights, weekends, and holidays as necessary

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in emergency and disaster management, or a related field is desirable
- Demonstrated experience in emergency or crisis management
- Possession of a FEMA Emergency Management Institute Advanced Professional Services Certificate or equivalent, highly desired
- Possession of a California Emergency Management Specialist certificate or equivalent, highly desired

**PHYSICAL REQUIREMENTS: *of this position are, but not limited to the following:***

**Ability to:**

- Bend and twist, stoop, and kneel
- Lift 40 pounds
- Carry 25 pounds
- Ability to stand for extended periods of time
- Move about the work environment (indoor and outdoor)
- Drive to various sites
- Stand and move around an office
- Work at a desk, conference table, or in meetings of various configurations
- See for purposes of reading printed matter and observing staff
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Operate office equipment
- Reach in all directions

**WORKING CONDITIONS:**

Indoor/outdoor working conditions, subject to inclement weather, loud noise, standing, walking for extended periods of time, subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal

**LICENSE OR CERTIFICATE;**

- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education 10/6/2022