

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: EMERGENCY PREPAREDNESS, SCHOOL SAFETY AND SECURITY ADMINISTRATOR**

#### **BASIC FUNCTION:**

Under the direction of the Chief Business Officer, develops, evaluates and implements disaster response and crisis management activities for the Santa Clara County Office of Education (“SCCOE”); provides disaster preparedness training to SCCOE leadership and staff, schools and Districts, parents and students, and community leaders; represents the SCCOE within the County of Santa Clara emergency response and coordination efforts and activities; plans and coordinates emergency preparedness and security drills with SCCOE stakeholders and government agencies; plans and implements the safety and security program for the SCCOE; maintains the readiness of the SCCOE’s emergency response and provides expertise, knowledge and ability during an emergency; responds to emergencies on an on-call 24/7 basis; may supervise and evaluate the performance of assigned staff.

#### **REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

Plans and implements disaster response and crisis management activities for the SCCOE; 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 recovery from these events. Assures cabinet members and other members of the leadership team are trained and knowledgeable of safety and emergency procedures.

Develops, evaluates and implements the SCCOE’s Strategic Safety Plan; chairs student safety committees, which includes developing agendas, action plans, studies, project planning and management, facilitation and implementation of projects; collaborates with program managers, community, Districts, students and parents to set priorities for long term strategies and plans for implementation.

Represents the SCCOE within the County of Santa Clara emergency response and coordination efforts and activities; maintains a list of administrators and point of contact for each classroom of SCCOE operated programs to include both the SCCOE representative and the local District or lease holder whenever the classroom is not the property of the SCCOE.

Identifies 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; fosters rapport with District personnel and provides support and leadership to their disaster response and crisis management activities.

Prepares and delivers trainings on school safety and security to SCCOE leadership and staff, parents and students, and community leaders to support policy and enforcement, and strengthen prevention,

mitigation and response capabilities.

Conducts routine site visits and safety checks and coordinates with school, staff and collocated District principals on emerging needs and safety concerns; assists District and 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.

Plans, coordinates and evaluates emergency drills, functional tests, scenario discussions, and simulation exercises to test the effectiveness of emergency plans and communication systems.

Proactively engages SCCOE and 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; identifies and recommends improvements to physical security, video surveillance systems and other technology solutions.

Collaborates with various departments to provide leadership regarding capital and infrastructure needs; develops plans to equip schools and departments with assets necessary to ensure the safety of schools; works with school site principals and program leadership to ensure that the unique student and program needs and vulnerabilities are considered in providing the highest levels of safety for students and staff.

Maintains the readiness of the SCCOE'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; 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.

Assures each classroom of the SCCOE program has a known, posted, and distributed plan for emergencies that accounts for the unique components of the location; ensures continuous collaboration and communication with the personnel of a hosting District.

Safeguards and maintains accurate administrative records and inventory control of disaster equipment.

Assures compliance with federal and state laws and mandates; fulfills monitoring and reporting requirements regarding school safety.

Collaborates with others in securing grant funding to support school safety initiatives.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

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 organizations 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.

**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 COE 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.  
Work nights, weekends, and holidays as necessary.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in emergency and disaster management, business administration, business management, public administration, criminal justice or a closely related field, and three years increasingly responsible experience coordinating an emergency or crisis management program.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Possession of a FEMA Emergency Management Institute Advanced Professional Series Certificate or equivalent is highly desired.  
Possession of a California Emergency Management Specialist certificate or equivalent is highly desired.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Outdoors.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Standing and sitting for long periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

During crisis situations, may require moderate to significant physical work and lengthy periods of standing while providing on-site assistance, often outdoors, and in temporary locations, such as mobile trailers.

Personnel Commission Approval: May 9, 2018



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Jonathan Muñoz  
Interim Director – HR/Classified Personnel Services

05/09/18

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Date