

SAN MATEO COUNTY OFFICE OF EDUCATION

TITLE : COORDINATOR, SCHOOL SAFETY & RISK PREVENTION

BASIC FUNCTION:

Under the direction of the Associate Superintendent of Student Services and the Director of Safe and Supportive Schools, the Coordinator, School Safety and Risk Prevention, will provide leadership and guidance to SMCOE student programs and San Mateo County School Districts in disaster response, crisis management, and student threat assessment. Working in collaboration with San Mateo County's Coalition for Safe Schools and Communities, the Coordinator will help implement and support countywide protocols such as the Big Five 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.

REPRESENTATIVE DUTIES:

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 the countywide Level Two Threat Assessment Team and perform confidential and sensitive investigations;

Coordinate and review Level Two cases on a regular basis;

Provide support to school and district administrators in conducting Level One Threat Assessments

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

Participate in SMCOE and community-based initiatives and activities that enhance student safety and youth development including activities supported by the Coalition for Safe 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, restorative practices, and positive behavior interventions and supports (PBIS);

Provide expertise to school and community leaders on topics related to social emotional

November 20, 2019

San Mateo County Office of Education

learning, Multi Tiered Systems of Support (MTSS), cultural humility and responsiveness, school safety, 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 from multiple funding sources;
Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

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;
The Big Five Immediate Action Response Protocol for San Mateo 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.

SKILLS AND ABILITIES 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 and district 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;
Plan and manage a budget;
Exchange information and make presentations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Bachelor’s degree or equivalent from an accredited college or university in education or related field applicable to the position;
Minimum of three (3) years of experience as a site and/or district office administrator

Experience in the field of social work and/or school counseling preferred, but not required
Experience in emergency management preferred, but not required
Experience working with programs that support underserved populations

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential (required) or the ability to obtain one
Valid California Driver's License

WORKING CONDITIONS:

Indoor and outdoor work environment

PHYSICAL DEMANDS OF THE JOB:

- Use and manipulate a computer keyboard
- Read a variety of materials