

**SACRAMENTO CITY UNIFIED SCHOOL  
DISTRICT**

**Position Description**

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**BASIC FUNCTION:**

The Safety Intervention and Response Coordinator plan, coordinate the monitoring of the school campus(es), and support the security efforts at each campus. Plans and coordinates efforts to ensure a safe and secure learning and work environment for students and employees at assigned school campus(es); Identify, coordinate, and respond to impending crisis or issues that threaten the safety and sanctity of school sites.

**DISTINGUISHING CHARACTERISTICS:**

The safety intervention and response coordinator is instrumental in providing the guidance and response to issues that challenge the safety and security of students and staff. Working under the direction of the Director, Office of Safe School's, duties and special assignments, such as taking the lead in responding to potential student climate issues and potential emergencies, working with local law enforcement to intervene and interrupt potential crisis and deployment of staff to school sites that need the support. The Safety Intervention and Response Coordinator works at the district office, however is dispatched to provide support to all school sites district wide. The Coord

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Oversee incidents of negative conduct occurring on school property; coordinate investigative and prevention efforts with assigned supervisor, local law enforcement, and other agencies, as appropriate,

- Parking lot traffic control procedures.
- Report writing.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Health and safety regulations.
- Understanding of School Climate and best practices to facilitate a positive school culture.

## ABILITY TO:

- Perform the basic function of the position.
- Develop training curriculums.
- The use of technology associated with job expectations.
- Diffuse potentially volatile situations calmly and with authority.
- Work independently and within scope of authority.
- Learn, interpret, apply, enforce, and explain, rules, regulations, policies, practices, and procedures related to discipline.
- Judge situations and people accurately, and think and act judiciously under diverse conditions.
- Maintain firm but courteous attitude toward individuals.
- Write clear and concise descriptive reports of problems, students, or situations that required intervention.
- Understand and carry out oral and written directions.
- Operate a two-way radio system.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively with students and adults.
- Exercise strict confidentiality of school and student issues.
- Use good judgment in situations affecting campus safety and security.
- Acquire and maintain a valid First Aid and CPR Certificate, issued by the American Red Cross, within six months of employment.
- Work evenings and/or weekends.
- Meet state and district standards of professional conduct as outlined in Board Policy.