

**JOB DESCRIPTION**

**Job Title: *Director, School Safety Program 9915***

**Job Summary:**

Under the direction of the Administrator of the department and/or designee, the Director of the School Safety Program will oversee and coordinate all aspects of the ActVnet program; develop and maintain collaborative partnerships with all project stakeholders to ensure the project meets expectations; plan and manage school safety program implementation for all projects from conception to completion in a safe, timely and cost-effective manner.

**Essential Functions:**

- Establish and maintain collaborative and effective partnerships with school, city, and county officials and other involved parties;
- Provides leadership in initial planning stages by collaborating with clients, law enforcement, and intern program employees to complete the project;
- Oversee estimates, budgets, timetables, and resources to ensure project is completed in a timely and cost-effective manner;
- Take ownership of the project with regard to phasing, logistics, schedule, subcontractor coordination, planning and project coordination;
- Conduct project safety team meetings on a regular basis to improve internal communication;
- Responsible for planning, preparing and delivering presentations to promote the ActVnet system;
- Responsible for hiring, training, supervising and evaluating the performance of assigned staff;
- Oversee the writing of grants for the purpose of securing funds for projects and activities;
- Plan for multiple projects, allocate resources, and schedule tasks to ensure completion of projects
- Visit school sites and classrooms regularly to ensure program effectiveness.
- Serves as a liaison between TCOE and administrative personnel, outside organizations or the public concerning ActVnet system;
- Provides training and professional development opportunities for staff;
- Responsible for the RFP process to approve and secure appropriate vendors;
- Travel to various locations within and outside of the county;
- Organizes informational meetings, orientations, and other forums;
- Demonstrates knowledge of, and support, TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior;
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Performs other related duties as required and assigned;

**Skills, Knowledge and/or Abilities:**

- **Knowledge of:**
  - Design, implement and evaluate services and programs;
  - Develop and monitor budgets;
  - Ability to manage multiple projects simultaneously with an eye for quality and effectiveness;
  - Respond efficiently and effectively to work delays, emergencies and other project disruptions;
  - Local, State and Federal standards and requirements governing safety programs including applicable; laws, codes, regulations, policies and procedures;
  - Principles and practices of administration, supervision and training;
  - Interpersonal skills using tact, patience and courtesy;
  - Collaboration methodology and strategies;
  - Grant writing and acquisition;
  - Organizing and prioritizing work to meet schedules and timelines;
  - Vendor contracts and the marketing of services;
- **Skills/Ability to:**
  - Identify important tasks necessary for the project's completion
  - Understand and be sensitive to those of culturally and linguistically diverse backgrounds;
  - Analyze situations accurately and adopt an effective course of action;
  - Supervise and evaluate the performance of assigned personnel;
  - Assure proper and timely resolution of department issues, concerns and conflicts;
  - Communicate effectively both orally and in writing;
  - Interpret, apply and explain rules, regulations, policies and procedures;
  - Establish and maintain cooperative and effective working relationships with others.

- Meet schedules and timelines.
- Work independently.
- Operate a computer and assigned software;
- Utilize presentation software and equipment;
- Ability and willingness to reflect and improve own performance
- Strong organizational skills

**Experience Required:**

- Three years of experience in a supervisory role;
- Management experience in a nonprofit, school, or service business preferred.
- Experience in a school setting preferred.

**Education Required:**

- Bachelor's degree required.
- Master's degree is preferred.

**Certificates, Licenses, Clearances Testing and/or Bonding Required:**

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

**October 2022**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.