

PUEBLO SCHOOL DISTRICT 60
ADMINISTRATIVE JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Director of School Culture, Wellness, and Safety
Prepared Date: 07/2/2018
Revised Date: 9/1/2023
Work Year: 220 days
Department: Student Support and Intervention
Reports To: Executive Director of Student Support and Intervention
Salary Range: APT Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The Director of School Culture, Wellness, and Safety performs supervisory and administrative tasks in developing, implementing, and managing programs designed to effectively address and promote a strong security, wellness and culture programs and school safety needs. Employee is responsible for coordinating a comprehensive school safety program, which includes working with local law enforcement agencies to monitor and coordinate the school resource officer program. Employee works extensively with cabinet, school administrators, and community on all areas of school safety and wellness. Work also involves implementing training programs pertaining to matters of wellness, safety, and security for site-based administrators and helps to develop and monitor the wellness and safety areas of the school improvement plans

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Master's Degree
- Five (5) years of experience in school administration
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Valid Colorado Principal License within 60 days of hire
- Previous experience in law enforcement or school safety

KNOWLEDGE AND SKILLS:

- Knowledge of and Ability to work with community agencies and service organizations
- Knowledge of security, investigative, and law enforcement procedures and practices
- Knowledge of emergency response planning and management
- Knowledge of the incident command system
- Knowledge of drug and alcohol detection equipment
- Knowledge of state and federal laws pertaining to education, especially as they relate to school safety and discipline
- Knowledge and understanding of infinite campus and tableau
- Leadership and project organization skills (planning, implementing, and evaluating)
- Strong interpersonal skills to develop collaborative relationships within the school district and community agencies

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Plan, direct, and monitor the development and implementation of security plans district-wide, for campus security activities, and specific special events within the jurisdiction of Pueblo School District 60, including the development of emergency response and crisis plans
- Collaborate with district stakeholders for input toward planning and implementing security programs that align with BOE Goals and Executive Limitations, as well as business support

operations

- Ensure the enforcement of local, state, and federal laws and regulations pertaining to K-12 school safety, security, and emergency management processes
- Provide training and assistance to site-based administrators in matters of safety, security, and wellness
- Represent the district and the Security Department to local, state and federal enforcement and public safety agencies in matters of mutual interest
- Monitor legislation pertaining to school safety and security and represents the interests of the district to legislators and other public officials
- Represent the district on local, state and national organizations which promote school safety and security interests
- Serve as district liaison to Chemical Stockpile Emergency Preparedness Program (CSEPP)
- Lead the District Mental Health Crisis Response Team
- Attend all Board of Education Meetings
- Arrange security for all Board of Education Meetings
- Build and formalize community partnerships
- Serve as a liaison with local law enforcement agencies to monitor the daily operation of the School Resource Officer (SRO) program and other law enforcement issues on the school campuses (D60 to Pueblo PD and Fire Department Health Solutions)
- Liaison to Public Health Department
- Supervise District Nurse program, organize and schedule District Health and Wellness screenings
- Liaison for school based Wellness Center with Pueblo Community Health Center and Health Solutions
- Serve on District Leadership Teams
- Develop/write reports regarding Safety for the CDE NIMS compliance
- Provide communication to senior leaders as it pertains to crisis management
- Supervise Community Health Task Force Committee Advisory Group
- Supervise and evaluate department staff
- Provide training and support to District Campus Security
- Coordinate with District Safety Officer
- Oversee all fiscal and budgetary responsibilities for applicable grants

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by supervisor and/or Superintendent

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and

fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)
 F – Frequently (2.5 – 6 hrs per day)
 NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)
 C – Continually (6 – 9 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)				X	
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
Lifting Maximum weight: 40 lbs.			X		
Carrying Maximum weight: 40 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times.