



Bend-La Pine Schools
Bend, Oregon 97703

Position Title: Safety Systems Supervisor
Department: Office of School Safety
Reports To: Director of School Safety

Salary Range: \$74,876 - \$82,150

Bend-La Pine Schools (BLS) is committed to principle of equity. Equity supersedes the notion of equality, where all are treated the same. Pursuing equity requires the removal of barriers and the promotion of inclusive practices so that all students fully benefit. The principle of equity will inform all BLS policies, regulations, operations, practices, and resource allocations.

Studies have shown that some individuals (women and people of color, for example) are less likely to apply for jobs unless they believe they meet every single qualification in a job description. The goal of this search is to find the best candidate for the position, and it must be acknowledged that the best candidate may be an individual from a less-traditional background. Interested individuals are encouraged to apply even if they don't believe they meet every one of the listed qualifications. Interested individuals who are unsure whether they meet the qualifications of a position, or how this would be determined, should reach out to Human Resources to discuss those qualifications.

NATURE AND SCOPE OF WORK:

Bend-La Pine Schools is seeking a dynamic leader to join the District's Safety Team. Bend-La Pine Schools' safety professionals support our community of 33 schools, 17,500 students, and 2,100 staff members. Our work helps to remove barriers and ensure students and staff have the teaching and learning environments they deserve. The District's Safety Team strives to facilitate partnerships and implement systems that nurture students, families, and staff inclusion and belonging. Safety team members are committed to high expectations and care deeply about student and staff success.

The Safety Services Supervisor oversees the daily operations of the district's visitor and volunteer management systems and practices and will work directly with building principals, office teams, staff, students, and community members to coordinate, direct, train, coach and evaluate the usage and implementation of safety systems, including but not limited to cameras, visitor management, volunteer background check, and radios.

This Safety Services Supervisor will work closely with the district's Safety, Technology and Facilities management teams and contractors to ensure the effective installation, maintenance, repair, and replacement of safety system hardware and software.

The Safety Services Supervisor will work closely with vendors to understand system requirements and translate this information to school staff in digestible, tangible ways that can be implemented in the school setting.

ESSENTIAL JOB FUNCTIONS:

In consultation with the Director of School Safety, oversees safety and security systems for district schools, programs, and departments, including, but not limited to visitor management systems, volunteer management systems, cameras, radios, Everbridge, and more.

The person in this role will:

1. Design, direct, and coordinate the installation of safety and security systems and programs to ensure compliance with applicable standards, policies, and regulations.
2. Assist in the facilitation of a comprehensive approach to student, staff, and facilities safety that focuses on planning, prevention, intervention training and response for Bend-La Pine Schools.
3. Work with the District's Director of School Safety to identify best practices and plan and implement programs and policies that increase physical and psychological safety throughout the district.
4. Participate in the development and review of comprehensive policies and procedures that pertain to the safety and security of all district students, personnel, and property.
5. Support visitor and volunteer management at school and district events.
6. Assist in the identification, training, and implementation of systems and training related to the enhancement of physical and psychological safety and security of students, staff, volunteers, and visitors to our schools, programs, and departments.
7. Work in collaboration with the district's Transportation, Technology, Facilities, Nutrition Services, District Office, and Special Programs departments on safety-related issues.
8. Collaborate with key stakeholders and community partners, including law enforcement, emergency management agencies, mental health providers, juvenile justice, and legal counsel.
9. Design and deliver training and drills that allow staff to understand how to effectively use safety services, including radios, visitor management systems, volunteer management systems, and more.
10. Train, per Administrative Regulation EEACCA-AR, on the use of camera systems. Capture and retain video for investigations.
11. Coordinate training for district staff, make presentations, coordinate contracting, act as a resource and make recommendations to administrators in the areas of safety systems.
12. Assist in the review of safety-related state, federal, and local laws, guidelines, and new legislation as they apply to safety systems. Advises Chief Operations Officer and Director of Safety of relevant requirements and impact(s) to the district, in conjunction with legal counsel.
13. Draft 'No Entry' letters, per Administrative Policy KK-AP and Administrative Regulation KK-AR. Maintain system for collection and identification of those who have been trespassed from district facilities.
14. Coordinate, obtain quotes, and make purchases of school safety systems, supplies, and materials.
15. Seek opportunities for grant funding for safety and emergency management related needs.
16. As requested, provide content for timely safety information communications.
17. Provide support, education, and training to staff to build a culture of safety awareness within the district.
18. Respond to emergency situations on an on-call basis.
19. Develop and maintain Standard Operating Procedures for safety systems.
20. Develop and evaluate annual Key Performance Indicators of safety systems.
21. Complete annual audits safety systems.
22. Fulfill other related duties as assigned.

WORKING CONDITIONS:

This job is performed in a variety of settings including schools, facilities, vehicles, grounds, and streets. There is a high level of contact with District personnel, students, outside agencies and the community. This job is highly mobile and is performed in a variety of environments in the schools and other District property. This position may operate under extreme heavy workloads and inflexible deadlines. Work requests are often received which require immediate attention setting up conflicting priorities for timely response. Sound judgment and a pleasant attitude and calm demeanor are required in stressful situations. The employee needs to lift materials, equipment or boxes weighing up to 30 pounds and/or maneuver items weighing up to 50 pounds.

Position requires:

Work is conducted within schools and office buildings, traveling frequently throughout the District daily; may include visits to construction sites and buildings not currently in use.

Must be able to frequently traverse short and long distances on various types of surfaces in various weather conditions to accomplish tasks, ascending or descending ladders, stairs, scaffolding, ramps, poles, and other aerial equipment.

Must be able to remain in a stationary position for prolonged periods; exposed to a visual display terminal for extended periods; may experience frequent interruptions. While performing the duties of this job, the employee occasionally works in outside weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- District office policies and procedures and ability to apply and explain them in detail as required in performing duties
- School laws, rules, and regulations as they pertain to school business
- High literacy skills including reading, business and technical composition, standard English usage, punctuation, grammar, spelling, and letter format
- Basic and specific computer software systems
- De-escalation and conflict mitigation practices
- Adult learning styles to best develop and deliver trainings

Skills and Abilities:

- Work successfully in a team setting
- Determine how systems should work in relation to conditions, operations, and the environment
- Determine the necessary tools and equipment for emergency planning, response, and recovery
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Communicate clearly and concisely, both orally and in writing
- Interpret and explain policies, practices, laws, codes, and procedures
- Prepare professional reports, charts, letters, presentations, and other materials
- Assist with development and delivery of training programs
- Establish and maintain effective working relationships
- Provide excellent customer service
- Obtain equipment, facilities, and materials needed to do certain work
- Ensure proper distribution of supplies
- Complete duties in a timely and efficient manner.
- Use a computer, tablet, camera, and other professional technology tools
- Understand to learn about systems including Raptor, BIB, and EverBridge
- Demonstrate ability to communicate, learn, teach, research, and use technology
- Prepare professional reports, charts, letters, training programs, and other materials
- Learn specialized safety tools/programs
- Independently plan and effectively fulfill responsibilities of assigned areas of work
- Interpret and explain policies, practices, laws, codes, and procedures

PREFERRED EXPERIENCE AND TRAINING:

Five or more years of progressively more responsible experience, preferably in school districts and/or public entities.

Degree in Emergency Management, Information Technology, Criminal Justice, Public Safety, Journalism, Business Administration, Office Management, or a related field is preferred. However, any combination of experience and training that would likely provide the required knowledge and abilities is acceptable.

Knowledge of principles and procedures related to school safety, including visitor management and volunteer management.

Experience working in a public school environment.

Bilingual and bicultural skills in languages common to the district preferred.

CERTIFICATION AND LICENSING:

Certification (online or in person) in National Incident Management System 700 and ICS 100 within six months of hire.

Abide by the federal requirements for a drug-free workplace

Currently hold, or be able to obtain with 30 days of hire, a valid driver's license

Valid First-Aid, CPR/AED training or ability to obtain these certifications within 90 days.

The statements herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skills typically required and the scope of responsibility but should not be considered an all-inclusive listing of work and physical requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work or otherwise to balance the workload.