



# RIALTO UNIFIED SCHOOL DISTRICT

## Lead Agent: Expanded Learning Programs and Safety Services Management Job Description

### DEFINITION

Under the direction of the Lead Innovation Agent, the Agent of Expanded Learning Programs and Safety Services plans, organizes and directs the coordination and monitoring of all expanded learning opportunities including the After School Education and Safety (ASES) and After School Safety and Enrichment for Teens (ASSET) Grant programs; plan, organize and direct safety and security activities, programs and operations; develop and implement programs designed to increase safety and decrease violence; Facilitate collaboration between district, school and program staff; train, supervise and evaluate the performance of assigned personnel.

### ESSENTIAL DUTIES

#### Expanded Learning Opportunity Programs

- Plan, organize and direct the monitoring of site ASES Programs on a daily basis to assure program activities meet the grant assurance requirements.
- Collaborate with school site administration to ensure compliance with State and federal regulations.
- Facilitate communication between classroom teachers and ASES program staff to meet student needs.
- Provide support to students during the regular school day and throughout the after school program.
- Coordinate the development and implementation of high-quality enrichment and physical education activities to enhance student learning.
- Collaborate with after school partners to annually review the ASES/ASSET Program Plan.
- Schedule and facilitate appropriate program-related planning and committee meetings with staff, parents, agencies, and community members.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the Lead Innovation Agent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Overseas, manages and operates all fiscal and compliance aspects of the Expanded learning programs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

#### Safety Services

- Direct, manage, and coordinate District Security programs for the purpose of ensuring the safety and security of students, staff, and District assets; create, recommend, implement, and provide guidance on policies, procedures, and methods for the purpose of ensuring compliance with applicable laws and District policies.
- Organize, coordinate, and supervise security activities to provide a safe and secure environment for District Students and personnel.
- Communicate and advise individuals on security issues and topics in order to provide guidance, direction, and ensure the highest level of service to the District and the community.
- Train personnel in safety practices, proper performance of duties and in the appropriate care and use of assigned equipment; supervise Safety Security staff in regards to District wide policies, procedures, and standards of safe and effective campus security practices.
- Advise school administrators on police, security, and protective measures and conduct in-service programs for school site personnel.
- Coordinate and lead meetings involving the community, site administrators, Rialto Police Department, and Lead Officers.

- Conduct or review investigations in order to determine and document facts and pursue further action as appropriate; conduct or oversee complex investigations, interviews, interrogations, and other security activities; respond to emergency situations and unusual incidents as needed.
- Develop and prepare the annual preliminary budget for school safety and security programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Prepare written materials, reports, and other documentation related to assigned activities and personnel as directed; maintain and update department's procedures manual.
- Ensure that appropriate safety practices are followed and that assigned equipment is properly used and maintained.
- Develop, monitor, and implement components of site and District Comprehensive Safety Plan.
- Work with the Risk Management Administrative personnel in collaborative development and implementation of District Emergency Disaster Procedures; respond and/or direct responses to emergency situations.
- Conduct meetings with security staff to discuss policies and develop new approaches for reducing truancy and crime against school personnel and property.
- Establish and direct command post communication system during crisis and emergency situations
- Perform related duties as assigned.

## QUALIFICATIONS

**Knowledge of:** Planning, organization, and direction of before/after and summer school programs Applicable laws, codes, regulations, policies, operations, and procedures for after school programs District operations, policies, procedures and goals. Compliance review mandates. Normal school routines and practices. Oral and written communication skills. Principles and practices of administration, supervision and training. Applicable laws, codes, regulations, policies and procedures. Interpersonal skills using tact, patience and courtesy. Operation of a computer and assigned software.

**Ability to:** Demonstrate effective communication and interpersonal skills, both written and oral, using tact, patience, and courtesy. Plan, organize, review, and direct the district's ASES program. Assure compliance with laws, codes, and regulations related to after school programs. Supervise and evaluate the performance of assigned staff. 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. Operate a computer and assigned office equipment. Analyze situations accurately and adopt an effective course of action. Meet schedules and timelines. Work independently with little direction. Plan and organize work. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports, records and files related to assigned activities. Has a flexible work schedule.

## EXPERIENCE AND EDUCATION

**Experience:** Five (5) years of administrative experience with a minimum of three (3) years' experience as a Principal as well as five (5) years successful teaching experience and have a proven ability to perform at a high level of competence in positions of leadership and responsibility.

**Education:** Master's degree from an accredited university; valid California Teaching Credential; valid California K-12 Administrative Credential; EL authorization or equivalent.

## PHYSICAL DEMANDS

### **Physical class:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

### **Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine. Possession of a valid California driver's license and a private vehicle.

### **Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours  
Frequently/Medium - 3 to 6 hours  
Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally

Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	Push/Pull:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	*Driving:	Occasionally
Keyboarding:	Medium - must be literate		

**\*Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.**

**Frequent motion:**

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

**Sensory requirements:**

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

**Must be able to deal with these environmental considerations:**

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

**This job requires:**

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

**Ability to deal with psychological factors:**

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

**Physiologic factors:**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes