SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Safe Schools Program Analyst

REPORTS TO: Assigned Supervisor

DEPARTMENT: School Police Services

CLASSIFICATION: Classified

FLSA: Non-Exempt

SALARY GRADE: 046 OTBS

REVISED: July 15, 2009

BASIC FUNCTION:
Analyze and interpret data from various federal, state, and local public safety databases; implement strategies for safe school programs that result in reducing and/or solving crime.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Develop methods of data collection, including interfacing with other statistical data bases to plan and implement school safety programs. E

Assist in the project design and implementation of both short and long range plans to improve school safety. E

Utilize student data to develop and implement evidence based programs which reduce crime and may impact improved student achievement through improved school safety and security. E

Gather, disseminate, and provide interpretation of crime statistics for all district owned facilities in support of Comprehensive School Safety plans, as prescribed by law. E

Gather, summarize, and distribute safety data to district staff and the general public by compiling information and producing a variety of reports. E

Research current trends of school aged children and report on activity detrimental to a safe school environment. E

Develop materials, including brochures, questionnaires, newsletters, and other publications. E

Coordinate data analysis with outside agencies; contact various public agencies involved with crime statistics and criminal analysis involving incidents on and near district facilities. E

Conduct crime pattern analysis, including crime mapping for grant requirements. E

Train and direct the work of assigned staff. E

Perform related duties as assigned.
MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a recognized four year college or university and one year of experience which included research, analysis, and report preparation. Coursework must include instruction in tests and measurement, statistical methods, research, evaluation design, and evaluation techniques.

LICENSES AND OTHER REQUIREMENTS:
Typing/keyboarding certificate at a net, corrected speed of 30 words per minute.
Prior to appointment, applicants will be required to successfully pass a background check, chemical substance and medical testing.

Criminal background checks shall be conducted on all personnel who have access to the computerized system, terminals, and/or stored criminal offender records information. Pursuant to California Code of Regulations, Title 11, Division 1, Chapter 7, Article 1(a) Subsection 703(d) and Subsection 707(b) the criminal background investigation will include a pre-polygraph questionnaire, polygraph examination, drug testing, and credit check.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Methods for collection, reporting, and analysis of crime statistics.
Technical aspects of field of specialty.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:
Interpret diverse pupil data.
Gather and organize data for report requirements.
Maintain records and prepare reports.
Operate standard office equipment including microcomputers.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, office setting.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.