

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Gang Violence Prevention and Intervention Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Professional Unit)
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	1005	WORK YEAR:	10 Month
DEPARTMENT:	School Site	SALARY:	Range 70 Salary Schedule C
REPORTS TO:	Assigned Principal	BOARD APPROVAL:	10-22-01
		BOARD REVISION:	07-30-09
		HR REVISION:	09-09-11

BASIC FUNCTION:

Perform independent, specialized gang prevention and intervention activities with the assistance of the Sacramento City Police Department, Sacramento County Probation Department, Sacramento County Sheriff's Department, Sacramento City Unified School District's School Resource Officers (SRO), and community-based organizations; act as a gang prevention and intervention specialist; conduct work utilizing independent judgment and analysis.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)

Develop, plan, and conduct training sessions to school staff, parents, students, and administrators under the guidance of the Sacramento City Police Department and County Probation. **E**

Coordinate numerous activities conducted on K-12 campuses related to gang violence, gang prevention and intervention, counseling, and mentoring. **E**

Establish modified mentoring program for students participating in grants related to gang violence and prevention. **E**

Communicate with family members of students who are inclined to demonstrate gang involvement. **E**

Conduct research on gangs to increase knowledge about effective gang prevention and intervention programs. **E**

Assist K-12 campuses to identify and reduce visibility of the gang element on campus by enforcing the dress code policy, prohibiting the writing of graffiti, the flashing of gang signs, and the use of gang names. **E**

Assess campus conditions related to gang activity through observations, interviews, and surveys. **E**

Identify and document the gang population in school and the community at large. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Coordinate, compile, and prepare statistical data for reporting purposes; research and gather information utilizing the Internet; assist in ensuring compliance with grant reporting requirements, guidelines, rules, and regulations. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate records, reports, queries, lists and summaries from computer database; operate standard office equipment. **E**

Provide gang awareness training to staff, parents, and community groups; conduct and attend meetings, workshops, and training related to gang prevention and intervention; drive a vehicle to conduct work; lift light objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree; course work in the area of sociology, psychology, social services, gang violence, and prevention; and six years of related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Probation and penal code laws related to gang violence.

Gang culture and demographics within the Sacramento City Unified School District.

Community organizations and resources available to students and families.

District policies and procedures related to assigned function.

Laws, rules, and regulations related to assigned activities.

Diverse academic, socioeconomic, cultural, and ethnic backgrounds of district students.

Record-keeping techniques.

Operation of a computer and related software.

Oral and written communication skills and investigative skills.

Interpersonal skills using tact, patience, courtesy, and professionalism.

Health and safety regulations.

ABILITY TO:

Perform independent coordination of presentations related to gang violence, prevention, and intervention.

Establish adult, student, and family mentoring programs.

Coordinate numerous activities related to gang violence, gang prevention and intervention, counseling, and mentoring.

Develop, plan, and conduct training sessions.

Work cooperatively with Sacramento City Police Department, County Probation, and community-based organizations.

Understand and work independently within the scope of authority.

Exercise analytical and independent judgment.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze, prepare, and maintain records and prepare reports.

Operate a computer, related software, and standard office equipment.

Lift light objects according to safety regulations.

Work effectively with constant interruptions.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively in English, both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately, and adopt an effective course of action.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

School site location, with regular and frequent interruptions by students, staff, parents, and community organizations; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information and make presentations; see to read, prepare, and proofread documents; sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lift light objects.

SAMPLE HAZARDS:

Contact with violent and abusive individuals.

(Former Classification: Supervisor IV, Gang Violence Prevention and Intervention Specialist)

APPROVALS:

Carol Mignone Stephen, Interim Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date