

**POSITION TITLE:** Emergency Manager / Training Coordinator

**QUALIFICATIONS:** Bachelor's degree in emergency management planning or a related field or three years related work experience in emergency management, police science, criminal justice or related field. Certified in National Institute Management Systems 100, 200 and 300. Experience as an instructor or teacher and/or completed a Department of Criminal Justice Services School Safety Officer instructor course is preferred. Virginia School Resource Officer/School Security Officer Certification preferred, or must complete and receive the Virginia School Resource Officer/School Security Officer Certification within 60 days of hire date. Valid Virginia driver's license and a satisfactory driving record required. Outstanding interpersonal and communication skills and strong organizational skills, including keen attention to detail. Ability to learn quickly, work in a fast-paced environment, and multi-task effectively with strong time management skills. Ability to problem solve and operate effectively in a team environment as team leader and/or member. Demonstrates knowledge of Family Educational Rights and Privacy Act (FERPA) in all interactions. Familiarity with Microsoft Office suite. Proficient in public speaking. Bilingual candidates, with proficiency in Spanish, preferred.

**PERFORMANCE EXPECTATIONS:** Supports the Division's vision for safe and nurturing schools. Develops, implements and improves the Richmond City Public Schools' emergency management plans. Ensures RPS satisfies all emergency operations plans, drills, training and record keeping as required by the Richmond School Board, Code of Virginia, Virginia's Department of Criminal Justice Services and Federal regulations. Develops partnerships with Richmond Police, Richmond Fire, Department of Emergency Communications, and other local emergency response stakeholders. Monitors weather and attend all weather related briefings and conference calls. Serves as a contact person for RPS weather-related shelter locations. Coordinates annual in-service training on school safety topics as well as training related to crises and emergency management situations/responses and other staff development training throughout the school year. Monitors changes in Federal, State and local laws that pertain to school safety. Heads the RPS Safety and Security committee. Renders assistance to school authorities and first responders during emergencies. Handles confidential and sensitive information. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Successful background investigation and criminal record check required. Work may require some pulling and lifting up to 30 pounds; help breaking up physical altercations between students and/or physically restraining a student. Work requires climbing stairs, long periods of walking and standing. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for visual inspection involving safety and security concerns and problems, operation of motor vehicles or equipment, and observing general surroundings and activities. This position requires the wearing of a Richmond Public Schools security uniform and utilizing Standard Operating Procedures.

**REPORTS TO:** Director of Safety and Security

**LENGTH OF CONTRACT:** This is 12-month (260 days) contract position (8 hours), pay grade 116 with excellent benefits. FLSA: Exempt