

Job Title: Coordinator of Safety, Security & Threat Management

Exemption Status: Exempt/Administrative

Reports to: Assistant Superintendent of Finance & Operations

Dept./School: Security

Primary Purpose:

Responsible for the overall management, strategic planning, development, evaluation, and implementation of the district's safety and security program. Oversee mitigation, prevention, preparedness, response, and recovery phases of emergency management.

Qualifications:

Education/Certification:

Bachelor's degree required

Experience in criminal justice, emergency management, or related field

Campus level administration level required

Clear and valid Texas driver's license

Special Knowledge/Skills:

Knowledge of emergency operations planning

Knowledge of National Incident Management System (NIMS), Incident Command System (ICS), and Federal Emergency Management Agency (FEMA) procedures

Knowledge of health and school safety programs and applicable laws

Strong public information, organizational, communication, and interpersonal skills

Knowledge of local, state, and federal response procedures

Ability to work within the county emergency operations center as applicable

Major Responsibilities and Duties:

Safety and Security

1. Provide leadership for the development, planning, and implementation of the districtwide school safety and security program.
2. Responsible for district safety, emergency management, NIMS, and ICS, training of administrators, staff, and volunteers.
3. Develop and provide guidance to campuses and other facilities for emergency procedure drills. Plan and coordinate drills with all instructional and noninstructional facilities to ensure readiness when needed.
4. Plan agendas and serves as chair for the school safety and security committee; prepare the committee to staff the Emergency Operations Center.
5. Oversee the annual review of the district emergency management plan using data, state guidance, and stakeholder feedback to assess effectiveness and make recommendations for improvement.

6. Inform campus leaders of the status of campus preparedness and planning for weather-related or unexpected emergencies. Monitor weather and approaching storms and makes recommendations if the weather is likely to alter campus class schedules or affect campus events.
7. Assess availability of appropriate technologies for emergency response, including testing emergency communication technologies, tracking and analyzing the speed of communications, timing of messages, and communication delays.
8. Act as the district liaison with WSISDPD, local law enforcement, fire agencies, emergency management officials, and community leaders involved in emergency preparedness, response, and recovery.
9. May oversee the school marshal program and serve as liaison to the school resource officer program.*

Policy, Reports, and Law

10. Oversee development, maintenance, and implementation of the district's multi-hazard emergency operations plan; ensure campus plans are up-to-date and in compliance with the latest standards in emergency response.
11. Implement federal and state laws and regulations, local board policy, and insurance regulations and ensure compliance.
12. Stay abreast of local, state, and federal public policy changes that could impact the district.
13. Stays abreast of the relevant procedures and strategies for college campuses outlined by NIMS and ICS.
14. Compile, maintain, and file reports, records, audits, and other documents as required.

Communication

15. Ensure that established goals and expectations related to district safety and security are communicated clearly, consistently, and in a timely manner to all appropriate stakeholders.
16. Prepare and deliver written and oral presentations regarding security and safety issues to the board, staff, and community, as required.

Supervisory Responsibilities:

None*

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting; occasional standing and walking

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching



Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel; occasional outside work with exposure to extreme hot and cold temperatures, dust, noise, vibration, and chemical and electrical hazards

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

**Note: A commissioned peace officer can only be supervised by a commissioned peace officer.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____