

## **27J SCHOOLS EXEMPT JOB DESCRIPTION**

**Job Title:** Emergency Preparedness Specialist

**Date Prepared / Last Modified:** October 2020

**Work Year:** 260 Days

**Department:** Planning and Construction

**Reports To:** Emergency Response & Crisis Coordinator

**Job Description:** The Emergency Preparedness Technician will support in the implementation, management, facilitation, and reflection of projects and training services related to school response, emergency preparedness, and crisis management. This position is responsible for related data collection, evaluation reports, collaboration with local first responders and other community partners. The position will be directly supervised by the Emergency Response and Crisis Specialist.

### **Essential Duties and Responsibilities:**

#### **Crisis Prevention/Mitigation Assistance:**

- On a recurring basis, conduct in-depth on-site visits with assigned schools regarding emergency management, mitigation, evaluation, training, exercise development and other duties as assigned.
- Assist maintenance of an incident management system that includes the following concepts: modular organization, unified command, multi-agency coordination, span of control, common terminology, action planning process, comprehensive resource management, integrated communications and predesignated facilities.
- Assist in-depth analysis and evaluation of school's emergency operation plans in order to help prioritize the effectiveness of emergency response and initial recovery priorities.
- Assist in developing policies and procedures. Procure necessary tools and equipment. Act as liaison and/or lead by collaborating with multidisciplinary, multi-agency management teams to enhance emergency management.

#### **Exercise Assistance:**

- Assist in the design coordination and conduction of all-hazards, emergency management exercises.
- Provide facilitation services, technical planning assistance and financial resources in support of the development of exercises.
- Assist in the overall emergency management exercise program including developing an exercise calendar and plans, and the facilitation of discussions, generating reporting.
- Assist in the planning and implementation of regional exercises and drills for schools to discuss issues relevant to the assigned area, including strategic, long-term and contingency planning.

### **Training Assistance:**

- Assist in the presentation of portions of training courses for emergency management personnel and first responders, and in education forums for parents.
- Assist in emergency management design and development, classroom instruction and evaluation of content for future revisions.
- Obtain and maintain subject matter expertise on matters related to emergency management to include National Incident Management System (NIMS) compliance and the Incident Command System (ICS)
- Assist in the overall emergency management training program including developing the training curriculum, training plans, and facilitation of training for all employees and key stakeholders.

### **Activation Response:**

- Maintain situational awareness of incidents and events in the region.
- Capable of responding districtwide on a reasonable basis as the situation requires for multiple operational periods.
- Support 27J Schools various emergency response plans to ensure they meet local, state, and federal requirements.
- Assist in the facilitation transition from response effort to recovery.
- Assist in the development and maintenance of a hazard and vulnerability analysis. Investigate sources of vulnerability and recommend action steps for minimizing or eliminating risks.
- Coordinate with and support the district safety team with all-hazard incidents.
- Provide emergency management support for complex and/or extended disaster or hazard incidents that occur.
- Perform related work as required

### **Education & Related Work Experience:**

- Bachelor's degree in education, law enforcement, security, emergency planning, social sciences, criminology, or related field Four or more years of related work experience including emergency management responsibilities
- And/or equivalent combination of schooling and work related experience.
- Certifications in at least two National Incident Management Systems courses preferred.
- Prior experience or knowledge of writing Emergency Operation Plans (EOP's); familiarity with schools, communities, and government agencies in the 27J School District, preferred.

### **Licenses, Registrations or Certifications:**

- Criminal background check required for hire.
- Valid Colorado Driver's license required.
- First Aid and CPR certification within six (6) months
- Incident Command Systems and response ICS 100, ICS 200 (within 6mos), and NIMS 700 certifications required within two years of entering position.

### **Technical Skills, Knowledge & Abilities:**

- Effective oral and written communication skills
- Interpersonal relationship skills

- Customer service and public relations skills
- Critical thinking and problem solving skills
- Working knowledge of and ability to communicate by two-way radio
- Working knowledge of Emergency Response Planning and Incident Command System.
- Ability to coordinate a multi-faceted approach to safety and security service delivery.
- Ability to promote and follow Board of Education policies and building/departmental procedures.
- Ability to manage multiple priorities.
- Ability and willingness to be on call and respond to calls 24/7.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow District procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the organization.

**Equipment Operating Knowledge:**

- Operating knowledge of and experience with personal computers
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, E-mail, etc.
- Computer based Closed Circuit Television systems.
- Two-way wireless communications.