

## 27J SCHOOLS EXEMPT POSITION JOB DESCRIPTION

**Job Title:** Emergency Response & Crisis Coordinator  
**Date Prepared / Last Modified:** December 2020  
**Work Year:** 260 Days  
**Department:** Planning and Construction  
**Reports To:** Chief Operating Officer  
**Direct Reports:** Emergency Preparedness Specialist  
(Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating)

**SUMMARY** Provide leadership, guidance and supervision for the emergency response and crisis management for the district. Position is responsible for all emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human caused disasters. Ensuring all district staff is trained with NIMS/ICS. Develops training and exercise programs to ensure that state/local requirements are met. Commitment to the safety and security of all students, faculty, staff, and visitors on all campuses. Position will oversee emergency management functions, campus security, communication, emergency operations center and will be liaison with local first responder communities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

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| W       | 10% | Develop, implement and maintain a “safe school initiative” program which includes a district wide emergency response and crisis management guide (ERMC) that discusses the four stages of emergency management (planning, response, recovery, and mitigation) and how the school district will respond to various types of incidents.  |
| M       | 15% | Assess and report on an annual basis current threats, hazards and mitigation efforts for each district building.   |
| W       | 10% | Develop, implement and maintain a district wide emergency response team (ERT) that will work specifically, with all district schools in developing site specific plans for various hazards and threats.  |
| M       | 15% | Develop, implement and maintain a district wide training program that educates both the district ERT and the site specific ERTs with the National Incident Management System (NIMS) and the Incident Command System (ICS) in order to respond to any type of emergency situation. Work closely with city response agencies to ensure Colorado House Bill 181 is implemented. |
| M       | 15% | Develop, implement and maintain a district wide exercise program that will evaluate plans and training so that continued improvements are made. Work closely with city response agencies to ensure that regular exercises are being conducted.   |
| D       | 15% | Develop, implement and maintain the effectiveness of the district emergency operation center including the communication center through continual evaluation via exercises, training, actual incidents and the improvement of all processes. (Central command center, phones, radios, cameras, etc.)   |
| W       | 10% | Oversee the management of district safety and security budgets, ensuring each budget is in compliance with district and state policies and regulations. Collaborate with the Chief Operations Officer regarding each budget. Multiple budgets include SRO’s, security monitoring systems and other safety and security related expenses for all district managed assets.     |
| W       | 5%  | Serve as a liaison from the school district with various stakeholders (i.e., American Red Cross, Brighton Emergency Services, Fire, Police, etc.)  |
| Ongoing | 5%  | Provide 24 hour/7days per week, on call emergency response support.  |
| Ongoing | 1%  | Perform other duties as assigned.  |

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING:** Bachelor’s degree in emergency management, risk management, communications,

environmental science, or related field; or the equivalent related experience.

**EXPERIENCE:** Five years experience in safety/security, emergency management, environment health, law enforcement/fire services or related field. Experience in National Incident Management System (NIMS) and Incident Command System (ICS) for emergency response and Multi-Hazards Planning for Schools. Experience in school settings to understand the physical and psychological aspects of emergencies/disasters to assist with the recovery of both physical and psychological elements.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Excellent oral and written communication, interpersonal and analytical skills. Ability to analyze and interpret environmental sampling results, air quality investigations, environmental compliance issues, and asbestos management. Knowledge of law enforcement activities and relevant statutes, including juvenile code. Knowledge of and ability to use personal computer and relevant software applications. Ability to use closed-circuit television and security operation equipment required within 6 months of hire. Knowledge of and ability to use burglar and smoke alarm and monitoring systems within 6 months of hire

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Valid Colorado Driver's License required. Hazardous Materials Emergency Response – Level III (technician) certification required within 6 months of hire. First Aid and CPR certification within 6 months of hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** Carries out responsibilities in accordance with the organization's policies and applicable laws. Acts as a resource for others throughout the district and community by interpreting policies and procedures, training and providing assistance regarding the district's safety and security issues.

**JUDGMENT AND DECISION MAKING:** Under the direction of the Superintendent, implements the District's security and safety communication plans. Works collaboratively with the communities we serve to develop and communicate security processes. Makes recommendations to the superintendent for policy changes as they affect safety and security issues. Negotiates contracts with vendors. Develops and manages budgets.

**DIVERSITY OF DUTIES:** Requires cross training and an understanding of the different needs of students, staff, and the community as it relates to the safe use of and access to District property. Ability to recognize the importance of safety in the workplace and an understanding of utilizing appropriate safety equipment and to report unsafe conditions to the appropriate administrator. Ability to work collaboratively with various community interest groups, local law enforcement agencies, and government agencies as it relates to safety and security issues for students and staff.

#### **SAFETY TO SELF AND OTHERS:**

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee must be able to regularly talk, hear, smell and use their hands to finger, handle or feel. The employee must frequently be able to stand, walk, sit, and reach with hands and arms. The employee must occasionally climb or balance, stoop, kneel, crouch, or crawl and smell. The employee must be able to frequently lift and/or push/pull up to 25 pounds. They will occasionally be required to lift and/or push/pull up to 50 pounds. Both close and distant vision is required, as is peripheral vision and depth perception and the ability to adjust focus. Color vision is also required.

**WORK ENVIRONMENT:** The employee must occasionally work near moving mechanical parts, work in high, precarious places, near fumes or airborne particles, toxic or caustic chemicals, with explosives, and/or in outdoor weather conditions. The noise level in the work environment is usually loud.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, compile, negotiate and utilize interpersonal skills. The employee is frequently required to compare information.