

THREAT MANAGEMENT SPECIALIST



Public Safety Department

Purpose:

The Threat Management Specialist independently performs technical duties which require a comprehensive knowledge of all aspects of threat assessment including: Coordination and oversight of the threat assessment process, monitoring of program quality, goal setting, data collection and analysis, promotion of program services, and serves as a central point of contact. Participates as needed on multidisciplinary and multiagency teams that address student safety issues: Threat Assessment and Workplace Violence. Develops procedures, provides technical advice and assistance and assures compliance with appropriate District policies and Oregon State laws, investigates and resolves problems and complaints, and coordinates all Threat Management Program activities.

Reports to: Public Safety Manager

Nature & Scope:

The Threat Management Specialist plays a key role within the educational environment, responsible for performing advanced technical duties that require in-depth knowledge of threat assessment practices and procedures. This position provides comprehensive oversight and coordination of the threat assessment process, ensuring that safety protocols are implemented effectively to protect students and staff.

Collaboration is a critical component of this position, and the incumbent will participate in multidisciplinary and multiagency teams addressing student safety issues, including those related to threat assessment and workplace violence. This collaborative effort requires the ability to communicate effectively with various stakeholders, including school administrators, law enforcement, mental health professionals, and community organizations.

Additionally, the Threat Management Specialist will develop and implement procedures to ensure compliance with district policies and Oregon state laws regarding student safety. This includes providing technical advice and assistance to school personnel, investigating, and resolving complaints and problems related to threat assessment, and coordinating all activities related to the Threat Management program.

Ultimately, the Threat Management Specialist plays a vital role in fostering a safe and supportive educational environment by ensuring effective threat assessment practices, enhancing community awareness, and actively participating in the continuous improvement of safety protocols.

Distinguishing Characteristics:

This classification is distinguished by the responsibility to perform technical and program management duties with considerable operational autonomy, and by the requirement to make judgements requiring substantial technical knowledge of District policies and procedures.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Plans, organizes, and schedules appropriate level two threat assessments meetings.
3. Collaborates and consults with Building Administrators and other school staff.
4. Prepares and utilizes materials and equipment effectively to conduct trainings and assessments.
5. Provides effective training and consultation to school level one screening teams regarding threats of violence, situation management and students of concern.
6. Facilitates multi-agency investigative teams.
7. Conducts threat assessments with other members of the investigative team.
8. Prepares assessment summaries and recommendations.
9. Assists schools in effective threat management, safety planning and resource development.
10. Provides community education regarding threat management reduction and mitigation.
11. Uses and manages time effectively.
12. Uses multi-agency team assessment to determine risk level and make appropriate short- and long-term management recommendations.
13. Communicates clearly and effectively in a variety of situations, including difficult ones, with agency staff, district staff and the public.
14. Maintains open communication to keep districts and partners informed.
15. Provides information and in-service training to staff, parents, and community.
16. Performs other related duties as assigned.
17. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Knowledge, Skills, and Abilities:

1. Knowledge of the principles, practices, and methods related to threat assessment and threat management.
2. Knowledge of behavioral warning signs related to violence.
3. Awareness of mental health issues affecting students, including common disorders and resources for support.
4. Ability to assess and analyze complex situations, identifying potential threats and necessary interventions.
5. Strong verbal and written communication skills for effectively conveying information to

staff, parents, and students.

6. Ability to work collaboratively with school staff, law enforcement, and mental health professionals in threat assessment processes.
7. Ability to design and deliver training sessions on threat assessment and prevention strategies for staff.
8. Ability to demonstrate empathy and understanding towards students and staff experiencing distress or crises.
9. Strong critical thinking abilities to evaluate situations and make informed decisions based on available data and observations.
10. Ability to understand and respect diverse backgrounds and perspectives, ensuring inclusive threat assessment practices.
11. High attention to detail in observing behaviors and patterns that may indicate potential threats.
12. Ability to handle sensitive information with discretion and maintain confidentiality as required.
13. Knowledge of District policies and procedures.
14. Ability to develop and implement long-term safety and prevention strategies within the school environment.

Required Qualifications:

Possession of a bachelor's degree and 2 years of experience in work related to threat management; or any combination of relevant education and experience to equal six years or more.

Working Conditions:

The Threat Management Specialist works primarily indoors in an office environment at a desk. The work environment is often controlled and quiet but will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases, sick, injured, or agitated students, and distraught or difficult individuals. The work requires regular focus on a computer screen and precise control of fingers and hand movements. The incumbent must be able to sit, stand, and walk for long periods of time. Bending, stooping, kneeling, and lifting up to 20 pounds and may also be required on occasion. Occasional attendance at meetings or other activities outside of normal working hours may be required.

Work Year: 12-month

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: November 4, 2024

Date Revised: November 5, 2024

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.