



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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**POSITION TITLE:** Coordinator IV #6160  
Emergency Preparedness  
Business Services

**SALARY PLACEMENT:** Management Salary Schedule  
Range 14

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Five years of administrative experience in an educational setting. Equivalent education and experience in emergency preparedness and compliance related activities which includes plans, procedures, facilities' evaluations and site safety.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Experience working in law enforcement or campus security. Bachelor's degree in business administration, criminal justice, law enforcement or equivalent. Possession of a valid First Aid and CPR certification. Working knowledge of or certification in California Office of Emergency Services – Standardized Emergency Management Systems.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, organizing and directing school safety plans, crisis management and contingency planning. Knowledge of emergency preparedness programs. Knowledge of applicable laws, codes, regulations and procedures related to school and student safety. Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of federal, state and local regulations laws, codes and ordinances relating to school safety and emergency services. Knowledge of crisis management methods and procedures.

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

**SUMMARY OF POSITION:**

Under the direction of the Deputy Superintendent of Business Services and the Division Director of Operations, coordinate and manage the Emergency Response Disaster Preparedness Crisis Management (ERCM) plan and safety initiatives. Assist and advise COE staff and administrators in the development and revision of emergency plans and security procedures that comply with federal, state and local regulations. Conduct, organize and provide safety trainings. Conduct and audit all safety, lockdown and evacuation drills; recommend corrective action as needed. Coordinate inter-agency emergency drills. Act as liaison with the Office of Emergency Services. Function as liaison, team member and first responder in the event of an emergency. Serve as an informational resource to faculty, staff and administrators; including districts as needed. Facilitate search and seizure training in accordance with law and Superintendent policy.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Provide overall management of Emergency Response Disaster Preparedness Crisis management.
14. Monitor the development and implementation of safety plans and emergency preparedness in accordance with county office needs and State and Federal regulations.
15. Assist in the development, implementation and evaluation of policies and procedures related to emergency services, county office and school safety.
16. Make regular visits to school sites to ensure adherence to emergency preparedness and safety plans and recommend corrective action and preventative measures as needed.
17. Attend district and community meetings related to health, safety or emergency service issues.
18. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Walk for extended periods of time and navigate outdoor terrain.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and uneven terrain. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.