Adams12 Five Star Schools

Job Description
Prepared/Revised: **August 2025**

Job Title:	**Emergency Preparedness Coordinator**	Job Code:	**3105**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt-A**
Pay Program:	**Administrative**	Pay Range:	**L10**
Typical Work Year:	**12 months**		

SUMMARY: The Emergency Preparedness Coordinator leads district-wide planning, coordination, and execution of emergency management programs to ensure the safety and readiness of students, staff, and facilities. This role develops and delivers training, organizes drills, and maintains compliance with federal, state, local, and district regulations. Responsibilities include managing emergency communication systems, collaborating with first responders, and serving as a key liaison with schools and community partners. The coordinator oversees the development, review, and implementation of emergency operations plans, ensures interoperability of safety systems, consults on facility safety design, and supports crisis response and recovery efforts, including reunification operations. This position requires strong leadership, technical expertise in emergency management, and the ability to work collaboratively across diverse teams to maintain a high state of preparedness.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Planning, coordinating, and conducting emergency preparedness training and drills for staff, students, and potentially volunteers, on topics such as evacuation procedures, lockdown protocols, CPR/AED, and first aid. Evaluating training effectiveness and implementing improvements based on after-action reports and lessons learned.	D	20%
2. Collaborating, reviewing, and updating the district's Emergency Operations Plan (EOP) to address a wide array of potential emergencies, including natural disasters, technological emergencies, school violence, and other incidents impacting the district. Ensuring compliance with federal, state, local, and district regulations related to emergency management. Maintain and audit school safety team FEMA (NIMS) certifications. Provide district leaders and staff feedback on performance during the drill to provide continuous improvement. Collaborate, coordinate and act as a liaison with district and school leaders as requested regarding emergency preparedness and troubleshoot site specific issues as needed.	D	15%
3. Lead an interdisciplinary team focused on bettering procedures/protocols, and response to crisis and/or incidents; including leading after-action debriefs.	D	15%
4. Co-develop and implement on-going, coordinated professional training for district personnel responsible for crisis management with Security Services Manager. Respond to schools to run and oversee Reunification when necessary, including team leaders and trainings	D	15%
5. Manage and implement the district emergency communication systems to include school-based radio, district-wide radio, interoperable radio systems, and app-based internal communication platforms. Ensure the district's radio system is functional and compliant with all FCC regulations. Create and provide training on all emergency communication platforms to district staff, school resource officers, and emergency response partners.	D	10%
6. Collaboratively participate in the development, review, and implementation of emergency response and management systems. Engage with Safety & Security, school leadership, facilities, and other district stakeholders to ensure decisions align with safety standards, operational needs, and district priorities.	W	10%

7. Work with local fire departments by setting up, planning, and liaising regarding fire inspections at all district buildings. Follow up with and help resolve any issues.		10%
8. Perform other duties as assigned.	Ongoing	5%
	TOTAL	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in emergency management, law enforcement, business, public administration, management or related field preferred.
- Minimum of five (5) years of experience in emergency management, law enforcement, or public administration.
- National Incident Management System (NIMS) 100,200,300,400 required within two (2) years of hire.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check for hire.
- Valid Colorado driver's license required.
- First Aid and CPR certification within 6 months of hire.
- Must successfully complete the following district courses within one year after entering position: Classified Evaluation System and Progressive Discipline.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of emergency preparedness, crisis response, and training
- Experience with relevant statues that impact emergency preparedness and crisis response.
- Must be self-directed and possess the ability to work independently. A significant amount of time will be spent in schools.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- 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 to organize and motivate high level employees to work together and achieve common goals.
- Must be familiar with federal, state and local laws in order to interpret and disseminate such regulations as they relate to emergency response and crisis management.
- Must be able to communicate effectively and conduct public presentations to a wide range of audiences.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to create grant proposals and maintain grant management for any awarded grants.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computer and software applications necessary to complete daily assignments.
- Computer based Closed Circuit Television systems.
- Burglar/fire computer/sensor and monitoring system within 6 months of hire.
- Fire/Burglar alarm systems within 6 months of hire.
- Two-way wireless communications within one year of hire.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Safety and Security Director	5083

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assists in the development, administration, monitoring and coordination of the budget.
- Assists in the initiation of requisitions.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate		X		
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	