Adams12 Five Star Schools

Job Description
Revised/Updated: **August 2026**

Job Title: **Behavioral Threat Assessment Coordinator**
Job Family: **Non-Certified**
Pay Program: **Administrative**
Typical Work Year: **10 months**

Job Code: **3150**
FLSA Status: **Ex - A**
Pay Range: **L10**

SUMMARY: Ensure the safety of students, staff, and visitors in schools throughout the district. Review, refine, modify, and implement the threat assessment process in Adams 12 Five Star Schools. Facilitate the appropriate exchange of safety information for students who are currently enrolled and attending Adams 12 Five Star Schools. Work on call as needed, including evenings and weekends.

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. Coordinate threat assessment services for the district and lead members of the District Level Threat Assessment Team. Prioritize and manage the students of the highest concern who have participated in the threat assessment process and require additional follow up including intervention and coordination of services in the student's home, school, and community to ensure a safe and secure learning environment for students and staff. Document the student's progression, outcomes, and any additional recommended clinical services that the student and family may require.	D	40%
2. Participate in school threat assessments to ensure consistent application of the current threat assessment instrument and appropriate collection of information for Information Vortex. Advise all district and school leaders on threat assessment practices and provide consultation and assistance as requested regarding threat assessment. Position will provide training, problem-solving, and technical assistance to schools and other stakeholders regarding best practices, strategies for evaluation, and data collection of threats to the district.	D	20%
3. Works with Business Services (emergency preparedness) and Learning Services (Intervention Services and Crisis Response) staff to develop and implement on-going, coordinated professional training and development program for all stakeholders on all safety and security programs impacting the students and staff of Adams 12 Five Star Schools.	D	15%
4. Coordinate with other school districts and outside agencies (CIAC, law enforcement, Office of School Safety, etc.) to provide comprehensive support and information sharing.	D	10%
5. Train and update all levels of school personnel and partner agencies on district safety, security, threat assessment policies, and juvenile justice policies. Notify schools and partner agencies on policy updates and decisions as they relate to the safety and security of students and staff of Adams 12 Five Star Schools.	D	10%
6. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:
- Bachelor's degree in Education, Psychology, Counseling, or related field. Master's degree preferred.
- Minimum of three (3) years of experience in school safety, school counseling, or school mental health.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Ability to travel frequently among district facilities.
- Knowledge of threat assessment, crisis response, and training.
- Ability to work on-call, including evenings and weekends as needed.
- Must be self-directed and possess the ability to work independently.

- Ability to promote and follow Board of Education policies, District policies, building, and department procedures.
- 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 contribute to cultural diversity for educational enrichment.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- 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.
- English language skills.
- Interpersonal relations skills.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft and Google applications/platforms.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Student Engagement Initiatives	050302

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 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 and fingers to 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		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

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