PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6481
Pay Grade: E08

FLSA: Exempt
PTS

THREAT MANAGEMENT COORDINATOR

MINIMUM QUALIFICATIONS

Master's Degree with certification in administration or supervision and three (3) years school-based administrative experience or Florida Department of Education certification as a School Social Worker, School Psychologist, or School Counselor and/ or Department of Health Licensure under Chapter 490 or Chapter 491 and three (3) years educational administrative and/or supervisory experience. Five (5) years related professional experience.

MAJOR FUNCTION

The Threat Management Coordinator is responsible for overseeing the district's threat management process to include developing procedures and training appropriate staff. Coordinates, attends and participates in all district-level threat assessments and follow-up meetings with student services staff who provide mental health services to students, as needed.

ESSENTIAL RESPONSIBILITIES

- Leads and manages district threat management team and processes.
- Oversees monitoring of threat management team recommendations.
- Coordinates with student services team to deliver mental health services based upon student need.
- Develops processes and criteria for various settings and communicates to affected stakeholders.
- Provides training and support to school-based threat management teams.
- Prepares all required reports and maintains all appropriate records.
- Maintains current knowledge and updates regarding applicable rules, policies, procedures, contracts, State and Federal laws, codes, and regulations.
- Conducts professional development training for faculty, staff, parents, and community.
- Coordinates, conducts, or participates in a variety of meetings, staff development, committees, trainings, workshops, and/or conferences.
- Represents the School District at local, regional, state, and community meetings.
- Assesses impact of legislation, state board rule and policy as it related to mental health, safety, and alternative placements.
- Serves on district, state, and community councils or committees.
- Gathers input from staff, schools, parents, and community.
- Develops and monitors program processes and services based on the needs of students, teachers, administrators, families, businesses, and community.
- Keeps informed and disseminates information about current research, trends and best practices in areas of responsibility.
- Acts in a professional and ethical manner and always adheres to the Professional Code of Ethics.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 11/02/23 PT; BOARD APPROVED: 11/14/23; REVISED: RT 07/29/25;

THREAT MANAGEMENT COORDINATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				