AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**SPECIALIST EMERGENCY MANAGEMENT**			PAY GRADE:	**NIS 8**
DUTY DAYS:	**260**	FLSA STATUS:	**NON-EXEMPT**	DATE REVISED:	**06/18/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS

A high school diploma or equivalent is required. A Bachelor's degree in human services, public safety, education, or a related field is preferred. One (1) year of experience working in Emergency Management in the areas of emergency management, fire safety, public safety, or emergency communications is required. Completion of incident command system training courses using National Incident Management Systems (NIMS) methods is preferred. Proficiency in English and Spanish is preferred. A valid Texas Driver's License is required and must be in possession at all times when operating an AISD vehicle.

SKILL REQUIREMENTS

This position requires the ability to comprehend and operate within complex systems and explain these systems to a wide variety of stakeholders. The incumbent must have the ability to clearly communicate verbally and in writing, and the ability to maintain composure and control under stress. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers, external stakeholders, and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY

This position is responsible for assisting the supervisor to secure a positive climate at all District facilities by maintaining acceptable levels of risks.

ESSENTIAL FUNCTIONS

- Assist in the development, review, and improvement of Austin ISD emergency plans based on applicable laws, disaster research, and industry best practices.
- Conduct site visits to perform campus safety and security audits at each campus.
- Assist in collecting, organizing, and analyzing safety and security audit data, including helping prepare the final report.
- Assist in developing and overseeing the Austin ISD's drill and exercise programs.
- Help develop and oversee safety and security training programs.
- Assist with coordinating the efforts of school safety and security committee.
- Help seek, secure, and manage safety and security-related grants.
- Help prepare and manage contracts with school districts, agencies, and vendors.
- Serve as district emergency management liaison to Austin/Travis County EOC alongside the Emergency Management Coordinator.

- May serve as district liaison to the Central Texas School Safety Consortium.
- Collect, organize, and develop data for after-action analyses when disaster strikes.
- With assistance from Emergency Management Coordinator, coordinate emergency management internship programs during summer months.
- Provide consultation and technical assistance to Austin ISD's Board, partnering school districts, emergency managers, first responders, parents, volunteer agencies, and all others involved in community-wide emergency management efforts.
- Participate in other duties as assigned to include traffic flow studies, policy analyses, inventory, and website maintenance.
- Help coordinate development of Austin ISD's District-wide emergency operations plan with Texas Department of State Health Services.
- Assist in the development of train derailment (hazardous materials) procedures and plans for facilities within 1,000 yards of railways.
- Coordinate development of Austin ISD's local mitigation plan.
- Help coordinate activities of the District-Wide Safety and Security Committee.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 45 pounds)

Environment: Standard office setting, sometimes noisy, travel to different sites; extended periods of walking (up to several miles in extreme weather conditions), climbing, and crawling.

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

AUSTIN ISD
JOB DESCRIPTION

PERSONAL WORK RELATIONSHIPS

Incumbent reports directly to the appropriate supervisor of the department of Austin ISD Emergency Management in the Operations Department.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	