

Durham Public Schools
Job Description

Safety & Security
Emergency Management Specialist

JOB TITLE: Emergency Management Specialist

REPORTS TO: Executive Director of Safety & Security

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, Full Time, Classified, Exempt

SUMMARY:

Under general supervision, the EM Specialist develops and maintains procedures and protocols to support school district preparedness through the application of the full spectrum of EM mission areas. Creates, maintains, and implements district wide plans, programs, training, and exercises focused on crisis prevention, mitigation, response, and recovery (including reunification). This individual provides direct support to district and school administrators and maintains working relationships with Public Safety partners. This position is responsible for National Incident Management System (NIMS) and Homeland Security Exercise Evaluation Program (HSEEP) compliance and Standard Response Protocol integration into daily operations.

RESPONSIBILITIES & DUTIES:

1. Reviews existing Emergency Preparedness and Crisis Response Plans and make recommendations for updates.
2. Serves as a liaison with emergency responders, including but not limited to fire marshals, fire chiefs, health department officials, emergency management personnel, and others as needed.
3. Reviews and ensures school and district awareness, understanding and compliance with the National Incident Management System (NIMS).
4. Serves as a project team leader to develop and plan school and district training programs.
5. Identifies potential training resources in support of district wide safety and security goals.
6. Serves as a primary contact for emergency management personnel to plan and open emergency shelters within DPS as needed.
7. Requires the ability to respond to emergencies impacting District facilities, personnel, or operations.
8. Provides and coordinates training for site-based administrators related to emergency preparedness and response.
9. Manages all training groups, assignments of training courses, and provides reports through Safe Schools online training.

10. Participates in site assessment reviews to evaluate safety and security and make recommendations for improvement.
11. Monitors school and site compliance with required safety and security drills.
12. Assists school principals with safety and security planning through site-visits, and other means as necessary.
13. Develops and updates parent and student materials related to emergency preparedness and safety.
14. Prepares documents and provides recommendations regarding school safety matters.
15. Assists the Executive Director of Safety and Security on all management matters and issues.
16. Performs other duties that may be assigned by the Executive Director of Safety & Security.
17. Additional duties may be assigned based on immediate safety and security needs as they arise.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

Bachelor's degree in emergency management/public safety or related field as required. Relevant certifications, credentials in emergency management, public safety or related field, or equivalent experience is preferred. Prefer five or more years of progressive professional experience in emergency management. Must hold/must be able to secure within first six months of employment current certifications in Emergency Management from FEMA or similar agency/authority including G-300 Intermediate Incident Command System for Expanding Incidents; L-146 HSEEP; FEMA Advanced Professional Series preferred; State or national certification (AEM, CEM or equivalent) preferred. Must possess a valid North Carolina Driver's License. Position requires access and responsiveness particularly but not limited to emergency situations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work independently and efficiently, including the ability to research and gather information from varied sources

Ability to communicate effectively; possess excellent oral and written communication skills (grammar, spelling, etc)

Ability to perform at a high level, as a team player, in a team environment

Ability to relate well to diverse groups of people

Requires strong organizational and problem-solving skills

Ability to serve as Project Manager of multiple tasks in a fast-paced environment

Ability to remain calm and professional in environment with shifting proprieties

Ability to apply principles of logical or scientific thinking to define problems, collect data, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form, and to deal with several abstract and concrete variables

Ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things

Requires the skill to read floor plans

Requires the skill to effectively present information to management, public groups, and/or boards

Requires considerable knowledge of state and local policies and procedures regarding the administration of school safety programs

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of equipment including computers, copiers, and other office equipment. Must be physically able to safely operate a motor vehicle. Must be able to exert up to 20 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Light work usually requires walking or standing to a significant degree.

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature

Date