



# PECOS-BARSTOW-TOYAH ISD

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**Job Title:** Director of Emergency Management and Safety

**Exemption Status/Test:** Exempt/Executive

**Reports to:** Superintendent

**Pay Grade:** Professional

**Dept./School:** Safety and Security

**Date Revised:** 08.29.2022

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## ***Primary Purpose:***

Coordinate and supervise Safety and Security Services programs and functions affecting the safety, security, and emergency preparedness of District campuses, facilities, students, staff, and visitors. Supervise day-to-day operations of the Safety and Security Services.

## **Qualifications:**

### **Education/Certification:**

Bachelor's Degree

Administration Certification preferred

Coursework, training, or certification in public safety, school safety and security, emergency services, emergency management, Incident Command Systems, investigations, and/or related areas preferred.

### **Special Knowledge/Skills:**

Strong organizational, communication, public relations, and interpersonal skills

Exceptional work ethic, self-initiative, and attention to detail

Skill and effectiveness in working collaboratively with others in developing or implementing new programs, procedures, and processes

Exceptional writing and verbal communication skills, including in the context of fact-gathering, investigation of incidents, and drafting policies, procedures, training materials, and informational reports

Working knowledge of emergency management/emergency preparedness methodology, preferably in a public school district or other governmental entity

Working knowledge of law enforcement, school security, and criminal justice procedures, practices, and related codes and laws

Skilled in conducting and managing/supervising investigations into serious incidents

Skilled in basic supervisory functions and methods, personnel staffing, and evaluation

Skilled in office technology (Google Docs, Word, PowerPoint, Excel, etc.)

Working knowledge of security-related technology (security cameras, video exporting, access control systems, etc.)

Skilled in public speaking and presentations

Skilled in developing and providing training to small and large groups

Excellent judgment and the ability to make sound, reasonable decisions while under pressure

Willingness to consent to a background investigation

**Experience:**

Five (5) or more years of successful experience with a governmental entity, educational institution, school district, or private employer in which the special knowledge/skills described above were central to the responsibilities of the position(s) held.

Two (2) or more years of successful supervisory experience with a governmental entity, educational institution, school district, or private employer (preferred)

Successful experience conducting or managing: personnel, administrative, criminal, and corporate investigation (preferred)

Work with Texas School Safety Center (preferred)

**General Responsibilities and Duties:**

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the District.
- Follow and support Board Policies in areas of related responsibility.
- Ensure District resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of District success plans.
- Actively participate in ongoing development to improve work quality and District contribution.
- Model integrity, work ethic, and professionalism as a suitable example for PBT-ISD students.
- Random Drug Testing District Coordinator.

**Major Responsibilities and Duties:**

1. Ensure that the district is in compliance with all state and federal laws regarding school safety.
2. Ensure that the district complies with emergency operations plans, audits, or memoranda of understanding.
3. Coordinate state-mandated safety and security audits of campuses and other District facilities at a minimum of every two years.
4. Ensure that the district checks the identification of any person entering a campus for an event that is not open to the public.
5. Work collaboratively with campus staff and other District departments to provide students and staff with high-quality, safe, and productive learning environments.
6. Coordinate day-to-day operations of Safety and Security Services and Emergency Management.
7. Assist with the coordination of District and outside agency response to urgent, emergency, or safety-related situations arising at campuses and other facilities.
8. Develop, coordinate and implement operational, emergency management, or safety plans for special events.
9. Draft, review, and revise reports and other communications.
10. Coordinate the regular review and update of District and campus emergency operations plans.
11. Coordinate District's Safety and Security Committee and/or other related committees as assigned.
12. Develop and coordinate drills and tabletop exercises with campuses and/or outside agencies to test various District components' emergency readiness.
13. Coordinate and communicate Standard Response Protocol and Standard Reunification Method plans.
14. Assist with regular tests of emergency equipment.
15. NIMS/ICS Incident Commander & Emergency Operations Coordinator.
16. Coordinate projects, activities, or special operations needed to prevent criminal activity affecting District property, students, or staff members.
17. Perform administrative duties, including strategic planning, budgeting, staff development, and resource allocation/monitoring.

18. Evaluate and make recommendations for placement or features of security systems hardware and software for the district.
19. Identify key personnel who will return following a county-wide evacuation and prepare re-entry passes utilizing the state's system.
20. Work with district staff and public safety personnel on matters affecting safety or of public concern.
21. Coordinate the acquisition, maintenance, and repair of equipment utilized in safety and security functions.
22. Attend regularly scheduled training to maintain proficiency and knowledge of relevant Texas law and current and emerging practices relating to District safety, security, emergency planning/preparedness, investigations, appropriate technology, and the Texas Public Information Act.
23. Attend meetings of various District stakeholders to make presentations concerning District safety and security efforts and/or to answer questions concerning specific events occurring within the district.
24. Attain certifications as required.
25. Maintain strict confidentiality of sensitive matters.
26. Other duties as assigned.

### **Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of the District's Safety Specialists and support personnel.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including personal computers and peripherals

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

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

**Lifting:** Occasional lifting and carrying (up to 50-pounds)

**Environment:** May work prolonged or irregular hours; frequent district-wide and statewide travel

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

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*This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_