

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8080  
Pay Grade: E05

FLSA: Exempt  
PTS

<b>COORDINATOR, EMERGENCY MANAGEMENT, SAFETY, AND SECURITY</b>
<b>REPORTS TO:</b> Associate Superintendent, Operational Services
<b>SUPERVISES:</b> Support Staff
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university in Education, Emergency Management, Safety and Security, or a related field. Three (3) years of related professional experience. Demonstrated ability to plan, lead, and coordinate the district's response to emergencies and critical incidents.
<b>PREFERRED:</b> Master's degree from an accredited college or university in Education, Emergency Management, Safety, and Security, or a related field. Training in the Incident Command System to include (ICS) 100, 200, 300, and 700. Experience with Pinellas County Emergency Management and emergency shelter operations.
<b>MAJOR FUNCTION</b>
Provides operational oversight for the Safety and Security Department and oversees all emergency management planning and response for Pinellas County Schools. Represents the district to the national, state, and the local emergency management community. Provides training to school staff in all aspects of emergency management and critical incident response principles and procedures. Coordinates with the Associate Superintendent for Operational Services to implement the initial district response to any crisis situation, emergency response, or disaster, with a primary focus on protecting lives and property, stabilizing the situation or condition, and effecting transition to the crisis response team for the implementation of the system's crisis management protocols.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Assists in aligning the department's mission and goals to the district's strategic plan</li><li>• Administers and communicates the district's school safety and security efforts/programs</li><li>• Plans, develops, implements, and manages policies, procedures, and programs designed to provide a safe and secure learning environment, control access to facilities, and minimize losses</li><li>• Implements emergency response plans and related initiatives, in accordance with national, state, and local emergency preparedness and critical incident response requirements and standards</li><li>• Oversees the creation and management of a school safety and security database and utilizes the data to modify programs and services and prepares recommendations for the Associate Superintendent of Operational Services</li><li>• Consults with school and district administrators on safety issues related to curriculum, field trips, and school-based programs</li><li>• Provides training and education to district staff in Emergency Management and critical incident response principles and procedures</li><li>• Recommends suspension of hazardous activities and/or the use of unsafe practices until corrective actions can be implemented</li><li>• Coordinates annual vulnerability assessments designed to improve the safety and security of district facilities and enhance emergency management planning and response</li></ul>

## COORDINATOR, EMERGENCY MANAGEMENT, SAFETY AND SECURITY

### ESSENTIAL RESPONSIBILITIES (Continued)

- Ensures compliance with federal and state regulations and district policies and procedures as a member of the District Safety and Security Council
- Communicates with school and community groups on issues related to school safety
- Ensures emergency shelters are appropriately staffed during activation
- Serves as primary emergency management liaison with national, state, and local emergency management and critical response agencies
- Ensures the district's compliance with the National Incident Management System (NIMS)
- Supervises the selection, development, and evaluation of departmental personnel
- Researches the latest trends and developments in emergency management, safety, and security
- Communicates effectively, orally and in writing, with other professionals, students, parents, and the community
- Performs other related duties as required.

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with 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: 2/14 LM, BOARD APPROVED: 2/25/14

## COORDINATOR, EMERGENCY MANAGEMENT, SAFETY AND SECURITY

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		

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