

JOB DESCRIPTION

POSITION TITLE: Director, Emergency Management	JOB CODE: 490J
DIVISION: Operations	SALARY SCHEDULE: Technology Services Annual
DEPARTMENT: School Safety Operations	WORKDAYS: 235
REPORTS TO: Chief Operations Officer	PAY GRADE: Rank A (NT01)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Responsible for assisting School Safety Operations which provides support, guidance, and direction to all district facilities as it relates to student and staff safety; ensures all facility safety plans and drills align with current practices and procedures; coordinates and works collaboratively with other divisions with the development, implementation, monitoring and feedback, and adherence to all safety plans.	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree in Emergency Management, related field, or equivalent work experience preferred, minimum high school diploma or HSE
2.	Certification/License Required: None
3.	Experience: Project Management experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills with demonstrated ability to communicate effectively in person, by e-mail, and by phone to resolve issues related to areas of responsibility; strong leadership skills; knowledge of school finance, ability to develop and monitor complex budgets; ability to work collaboratively with individuals and groups; knowledge of school administration and public relations; knowledge and experience with Incident Command System (ICS), National Incident Management Systems (NIMS), and emergency management principles; ability to develop and carry out implementation plans; ability to develop and motivate staff, cultivate teamwork and grow leaders.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides support, guidance, and evaluation to the full implementation process of facility safety plans and drills, district-wide.
3.	Coordinates and works collaboratively with Level Assistant Superintendents and District Leadership; provides evaluation and feedback to local school leadership teams on safety plans and drills.
4.	Coordinates and works collaboratively with the District Public Safety Department to identify and implement specific areas of needed improvement within each area of all safety plans.
5.	Develops, administers, implements, and monitors school and site safety plans and standard operating procedures on an enterprise-wide level and serves as the district's point of contact for site Safety Coordinators regarding emergency management and crisis response.
6.	Compiles, implements, maintains, and provides record-keeping for safety procedural manuals, safety drills, safety inspection checklists and provides or verifies reporting to appropriate officials.
7.	Participates in the development and maintenance of a district-level Crisis Response Plan.
8.	Coordinates and works collaboratively district-wide to implement and provide support for safety technology, reunification process, Code Red alerts, training Assistant Principals, grant funded initiatives, local school cameras, and the Crisis Alert System.
9.	Serves as the point of contact with Cobb Emergency Management Agency (CEMA) and participates in intergovernmental agency tabletop exercises and planning of full-scale exercises with the Emergency Operations Center (EOC).
10.	Consults with officials of local and area governments, schools, hospitals, and other institutions to determine need and capabilities in the event of a natural disaster or other emergency.

11.	Provides direction, support, documentation (print and web), and training to district staff and facilities emergency management training exercises and drills.
12.	Plans, assists, and advises administrative staff in the conduct of campus and non-instructional facility emergency drills.
13.	Plans, assists, and advises administrative staff in the conduct of campus and non-instructional facility reunification in the event of evacuations.
14.	Remains up to date on federal, state, and local regulations affecting emergency plans and ensures emergency management best practices are adhered to.
15.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____