



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	Emergency Preparedness Manager	FLSA Status:	Exempt
Job Family:	Professional	Pay Range:	P
Prepared/Revised Date:	August 1, 2022	Job Code:	33586
		Days:	260

SUMMARY: Responsible for providing safe and secure learning and working environments for all Poudre School District students and staff. Work with public service agencies as an advisor and liaison to ensure continuity of emergency preparedness planning and training, including daily operations, athletics, and special events. Coordinate integrated team-based security assessments providing written reports of findings and ensuring compliance with recommendations and directives. Responsible for coordinating and conducting security and crisis response-related training for district staff and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Support district-wide security operations and assist school administrators with ensuring school emergency preparedness to provide a safe and secure learning environment. Assist with the district-wide threat assessment process, evaluation of student safety plans, organization of disaster exercises, and readiness of district emergency teams.
2. Supervise, train, and evaluate security staff.
3. Work with Security Manager to develop security plans for daily operations, athletics, and special events.
4. Work with site administration to provide traffic/pedestrian site evaluations including, safe bike and pedestrian crossings, traffic safety mitigation, and staffing recommendations.
5. Attend work and arrive in a timely manner.
6. Assist Security Manager with coordination of law enforcement agencies regarding criminal activities, investigations and arrest reports, and district alerts.
7. Create and maintain training programs and records.
8. Research and track local, state, and national trends and statistics related to security issues.
9. Coordinate integrated team-based building security assessments and provide written reports of findings and recommendations.
10. Lead District Crisis Response Team in trainings and response to emergency situations.
11. Develop and maintain Security Department web page and content.
12. Collaborate with other agencies through networking and teamwork using resources within the District, the Community and Law Enforcement, Federal Emergency Management Agency (FEMA), Red Cross and the Office of Emergency Management. Gather intelligence information and disseminate it to Safety and Security personnel and District employees.
13. Respond to schools/sites 24/7 as essential personnel to provide emergency response and crisis management, and/or in the event of weather or environmental incident, and/or school/facility/district closure.
14. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in law enforcement, security, emergency planning, social sciences, criminology, or related field.
- Minimum of five (5) years of experience in law enforcement, security, or emergency management.
- Experience with a school environment and school-aged children preferred.
- Equivalent combination of education and experience acceptable.



LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado Driver's License.
- Must meet District driver insurability requirements.
- Complete required training including FEMA IS-100 (Introduction to Incident Command for Schools) and FEMA IS-700 (Introduction to the National Incident Management System) within three (3) months of hire.
- Incident command Systems and Response ICS 100, ICS 200 required within two (2) years of entering position.
- National Incident Management System (NIMS) 100, 200, 300, 400, and 700 required within two (2) years of entering position.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- English language skills
- Interpersonal relations skills.
- Math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability and willingness to be on -call and/or respond to calls 24/7.
- Knowledge of existing laws related to security and CCTV system usage.
- Excellent project organization and management skills.
- Ability to be a part of and work with a team.
- Knowledge of Poudre School District policies and procedures.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals as well as typical office equipment.
- Operating knowledge of and experience with Microsoft Office products and other department software packages.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Safety and Security Services	
Direct Reports:	Campus Security Officer Lead	1
	Campus Security Officers	8

- Responsible for assisting with the following: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding, disciplining, and terminating employees; and addressing complaints and resolving problems.



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to finger, handle, or feel			x	
Reach with hands and arms			x	
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		x		
Analyze		x		
Communicate				x
Copy		x		
Coordinate			x	
Instruct		x		
Compute	x			
Synthesize	x			
Evaluate			x	
Interpersonal Skills				x
Compile		x		
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	