

Director III, School Safety Specialist

Position Details

Job Code: U7102

Reference Code: A468

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to oversee the Department of School Safety and Crisis Response. This position supervises employees involved in the design and execution of emergency responses; provides training to department employees regarding emergency management; responds to major events as a safety liaison and National Incident Management System (NIMS) advisor; and provides direction/supervision at all Clark County School District functions, outside vendors, public entities, federal, and Nevada State regulatory agencies. This position is under the direction and control of Clark County School District Police Department (CCSDPD) and is directly responsible to the Chief Operating Officer, Operational Services Unit (OSU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provide technical and management expertise and support regarding threat assessment, risk analysis, crisis intervention, and emergency management.
2. Direct and coordinate the planning, development, and administration of the District's emergency management program and procedures; ensure compliance

with federal and state laws, regulations, polices, and procedures, in collaboration with CCSDPD.

3. Develop protocols, procedures, and implementation strategies for districtwide school safety plans including crisis and emergency management, social media safety, background checks of volunteers, weapons on campus.
 4. Collaborate with school principals on Crisis Plans and provide expert advice.
 5. Deliver Technical Assistance with Homeland Security Evaluation Program (HSEEP) guidance and develop objective-based, scenario driven exercises to include, Tabletop Exercise (TTX), Functional Exercise (FE), and Full-Scale Exercises (FSE).
 6. Recommend utilization of emergency response personnel, equipment, and supplies during emergencies; assist in recovery activities in the event of an emergency; coordinate necessary emergency response materials and personnel.
 7. Serve as a Department representative for various public and private organizations, community groups, and other organizations on emergency preparedness; provide support to a variety of committee and commissions.
 8. Maintain the department's strategic and operational scorecard to monitor the level of performance in each of the safety and emergency management functions relative to attainment of the strategic plan and optimal operating functionality. Utilize performance measures to ascertain safety and emergency management actions needed in schools to prevent and reduce the occurrence of incidents.
 9. Supervise employees involved in the planning, designing, coordinating and executing tabletop, drills, and functional full-scale emergency response exercised.
 10. Prepare and manage annual budget to include creating and administering numerous complex federal grants.
 11. Conduct trainings for all District personnel on school safety, crisis response, school preparedness, social media, and firearms.
 12. Develop and implement procedures on School Preparedness.
 13. Provide technical information, develop and write reports and conduct training for the Incident Command System (ICS), NIMS, and various responses related to natural disasters, weapons of mass destruction, biochemical agents, and hazardous materials.
 14. Prepare District Emergency Management Basic, Annex, and Appendix Plans.
 15. Represent the District in any legislative capacity relating to school safety, crisis management, and quality assurance.
 16. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of all federal, state, and local laws, codes, regulations, and District procedures relevant to the position.
2. Extensive knowledge of emergency management including NIMS/ICS.
3. Extensive Knowledge of Weapons of Mass Destruction, hazardous materials, natural disasters, and chemical, biological, and radiological weapons.
4. Working/practical knowledge of computer networking, Information Technology (IT) hardware, software, software interfaces, and database management as they relate to technical layouts, security systems, and crisis/threat assessment/management.
5. Knowledge of Emergency Management.
6. Knowledge of Nevada Law.
7. Knowledge of Nevada Revised Statutes (NRS) 388 – Crisis Response Plan and Training, Consultation for safety on building construction, remodels, land acquisition, etc.; NRS 392.450 – Emergency Drill Supervision School Safety, Safety Inspections (CPTED), Policies of State of Nevada and CCSD related to emergencies and disasters.
8. Knowledge of all federal, state, and local laws, codes, regulations, and District procedures relevant to the position.
9. Knowledge of CPTED.
10. Knowledge of organization and management theory and practice.
11. Knowledge and commitment to standardized decision-making and accountability for results.
12. Knowledge of school finance, budget development and implementation, and multiple support services delivery systems.
13. Knowledge and understanding of the distinction between line and staff positions and functions as it relates to District support programs and services.
14. Detailed knowledge of emergency preparedness, fire and life safety, and disaster or crisis response techniques. Knowledge and working use of safety and emergency management related software systems and data for making tactical decisions.
15. Familiarity with relevant laws, codes, and industry best practices pertaining to fire, health and safety, and emergency management.
16. Familiarity with physical fire, health and safety equipment, and procedures to include fire alarm systems, health code related physical requirements, and management practices.
17. Ability to implement best practices in project management and quality control.
18. Ability to work and communicate effectively with people to focus resources consistent with District goals.

19. Ability to facilitate best practices regarding the implementation of safety, emergency management, and business continuity operations and administration.
 20. Ability to develop and implement an emergency response plan; coordinate emergency services; and conduct emergency response simulations.
 21. Communicate and collaborate across the organization to convey complex ideas on highly technical and innovative topics with the intent of building trust, developing relationships, involving others in decision making, sharing information, and fostering teamwork.
 22. Ability to develop a positive working relationship within the department and the District, inter-governmental entities, and multi-agency coordination in emergency planning and crisis response; and to create a consensus and model diplomacy and tact in dealing with others to achieve results.
 23. Anticipate problems and conflicts and use them as opportunities to initiate action and innovation.
 24. Ability to maintain security of confidential materials and information.
 25. Exhibit high personal motivation, energy, and enthusiasm; set high performance standards of self and others.
 26. Possess a high degree of perception in originating and implementing new concepts, plans, policies, and projects.
 27. Motivate others and design activities to assist others in meeting organizational goals and demonstrate skills in facilitation of groups to accomplish tasks and to make decisions.
 28. Be receptive to new ideas and change and commit to personal and professional learning.
 29. Demonstrated effective planning, scheduling, and allocating resources, reaching logical conclusions and making high quality decisions using appropriate decision making processes, and accepting responsibility for actions and consequences.
 30. Possess strong mathematical skills to develop proposals and budgets as well as to provide in-depth analysis and evaluation of internal and external projects and proposals.
 31. Demonstrate diplomacy, judgment, leadership, problem solving, and accountability.
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Position Requirements

Education and Training

1. An earned bachelor's degree from an accredited college or university in Emergency Management, Public Administration, School Administration, Criminal

Justice, or a related field or currently serving as a professional-technical employee with the Clark County School District.

2. Training in the Federal Emergency Management Agency (FEMA) ICS structure that includes training in ICS 100, 200, 300, 400, 700, and 800.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
2. Possess or have the ability to obtain a Certificate in Emergency Management (CEM) issued by the International Association of Emergency Managers (IAEM).

Experience

1. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
2. Minimum of seven (7) years of school district, university/college, or public administration experience, of which at least three (3) include successful experience directly in the area of Emergency Management, Crisis Response, or incident preparedness activities with local, state, and federal agencies.

Preferred Qualifications

Demonstrate clear and concise communication skills with executive presentation experience.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 09/23/22
- Created: 09/23/22