

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

12/20 Effective Date	SAFETY & EMERGENCY MANAGEMENT SPECIALIST Job Title	Index
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PURPOSE

Improve student achievement by performing safety and emergency management duties to ensure safe and healthy learning and working environments and the prevention of injury and damage to people and property.

SUMMARY OF POSITION

Works closely with school staff and leadership to coordinate planning, response and recovery for emergencies, and safety compliance. Develop plans, programs, and procedures to provide safety and emergency preparedness training. Prepare safety and emergency plans, maintain procedures for natural disasters, human threats, and supports the Districts Safety Committees.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from the Risk Manager with some technical and functional supervision from higher level positions. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed to assure compliance to standards and measured results. This role is advisory to other departments.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

- Works collaboratively with all departments and personnel to implement safety and risk management initiatives.
- Conducts safety inspections of District facilities, buildings, and evaluates hazards. Recommends corrective actions and follows-up on implementation
- Represents District during fire and safety inspections with Fire Marshals, insurance companies, and Oregon OSHA. Recommends corrective actions and follows-up on implementation.
- Creates and conducts safety trainings and materials.
- Advises and supports the District's safety committees.
- Maintain, create, consult, and coordinate the continuing implementation of the Districts standardized Emergency Operations Plans for every District facility using regional and national best practices.
- Maintain and update all resource materials associated with emergency preparedness plans. Prepare plans that outline operating procedures to be used in response to and recovery from disasters and emergencies including fire, earthquake, flood, high wind, and human threats.
- Design and administer emergency and disaster preparedness training courses, materials, and plans to train District administrators, site leaders, and support personnel.

- Develop, implement, and evaluate site-based student-to-parent reunification plans in consultation with building administrators and established safety committees.
- Assist in the planning, proper execution, reporting and assessment (after-action report) of emergency and safety drills for all District locations.
- Routinely visit District sites for consultation, planning, needs assessment, drills, and development of programs and procedures. Assist with coordinating drills and to follow-up on emergency operations.
- Identify necessary equipment for responding to emergencies. Determine equipment placement, inventory, maintenance, and testing. Provide instruction on equipment maintenance and use.
- Conduct surveys to determine the types of emergency-related needs to address in disaster planning. Inspect facilities and equipment to determine their operational and functional capabilities in emergency situations.
- Apply for grants and federal funding for emergency management related needs. Administer such grants and report on their progress.
- Participate in local and regional emergency planning groups and exercises. This includes participation in district and community threat response and at-risk behavior teams as assigned.
- Collaborate with other emergency management personnel, local, state, and federal officials, schools, and hospitals to facilitate plan development and response effort coordination.
- Monitor activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
- Monitor federal, state and local regulations affecting emergency plans, and ensure that plans adhere to these regulations. Study emergency plans used elsewhere in order to gather information for plan development. Attend meetings, conferences, and workshops related to emergency management in order to learn new information and to develop working relationships with other emergency management specialists. Attend training to obtain and maintain job-specific certifications.
- Coordinate disaster response or crisis management activities such as ordering evacuations, opening shelters, and implementing plans and programs.
- Prepare emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
- Propose alteration, augmentation, and improvement of emergency response procedures based on regulatory changes, technological changes, and knowledge gained from outcomes of previous emergency situations.
- Assist in disaster and emergency recovery efforts to include assessment of losses, procedures, and effectiveness of actions.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1) Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national emergency management operations for the protection of people, data, property, and institutions.
- 2) Principles of situational analysis and planning.
- 3) Principles and methods for curriculum and training design, teaching and instruction for individuals and groups.
- 4) Business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.

Ability to:

- 1) Assess
 - a) Determine how systems should work and the effect of changes in conditions, operations, and the environment on outcomes.
 - b) Determine the necessary tools and equipment for emergency planning, response, and recovery.
 - c) Monitor and assess the performance of yourself, other individuals, and departments to make improvements or take corrective action.
 - d) Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- 2) Communicate
 - a) Communicate clearly and concisely, both orally and in writing.
 - b) Communicate, learn, teach, research and use technology.
 - c) Interpret and explain policies, practices, laws, codes and procedures.
 - d) Prepare professional reports, charts, letters, training programs, and other materials.
 - e) Provide training. Develop, deliver, and improve training to various stakeholders. Deliver a variety of trainings such as large group, tabletop, drill, and web-based.
 - f) Establish and maintain effective working relationships.
 - g) Provide excellent customer service.
 - h) Represent the District at public meetings and legal hearings.
- 3) Comprehend
 - a) Read and understand information and ideas presented in writing.
- 4) Coordinate
 - a) Work with all departments to coordinate drills and other emergency response protocols.
 - b) Obtain equipment, facilities, and materials needed to do certain work. Ensure proper distribution of supplies, training in equipment use, maintenance, inspection, and replacement of emergency supplies.
 - c) Perform strategic planning.
- 5) Evaluate
 - a) Conduct tests and inspections of procedures and equipment to evaluate quality and performance.

- b) Identify complex problems and review related information to develop and evaluate options and implement solutions.
 - c) Identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
 - d) Understand the implications of new information for both current and future problem-solving and decision-making.
- 6) Self-direct
- a) Independently plan and effectively fulfill responsibilities of assigned area of work.
 - b) Complete duties in a timely and efficient manner.
- 7) Use technology
- a) Use computer, tablet, and other professional technology tools.
 - b) Learn and effectively use specialized software programs as well as customary office software.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate.

A representative way to obtain the knowledge and abilities is:

Experience:

- Five or more years of progressively more responsible safety and emergency management experience, preferably in school districts and/or public entities.

Training:

- A bachelor's degree in emergency management, public safety, occupational safety, risk management or a related field.
- Certifications in safety or risk such as Certified Safety Professional (CSP) or Associate in Risk Management (ARM).
- Certification in National Incident Management System.
- Certification in FEMA Emergency Response

Work Environment:

This job is performed in a variety of settings, including schools, facilities, vehicles, grounds and streets. There is routine exposure to all weather elements, including heat, cold, rain, snow and ice. There is regular exposure to noise, vibration and potentially hazardous chemicals, environments and physical hazards.

There is a high level of contact with District personnel, students, outside agencies and the community.

Physical Requirements:

This job is highly mobile and is performed in a variety of environments in the schools and other District property.

- Ability to visit all sites and environments.
- Frequent reaching, handling, dexterity, walking, climbing, stooping, kneeling, crouching and crawling.
- Occasional climbing, grasping, lifting and carrying.
- Mobility to work in a typical office setting, use standard office equipment, and get to all areas of work.
- Stamina to remain seated, to maintain concentration for an extended period of time and to complete physical activities.
- Hearing and speech to communicate in person or over the telephone.
- Vision: Frequent near and far acuity, depth perception, focal length change, color vision, peripheral vision and read printed and electronic materials.
- Strength: Light/Medium – Exert force to 35 pounds rarely and/or 25 pounds of force occasionally to move objects. May involve significant stand/walk/carry/push/pull.

Salem-Keizer School District is an equal opportunity employer.