



Director II, School Safety, Emergency Preparedness, and Crisis Management

Position Details

Job Code: U7101

Reference Code: A464

Division/Unit: Office of the Chief of Staff

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

The person selected for this administrative position will be responsible for overseeing 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. Coordination with 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 Services (CCSDPS) and is directly responsible to the Chief of Staff.

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, policies, and procedures, in collaboration with CCSDPD.
3. 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).
4. 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.
5. 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.
6. 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.
7. Develop and implement procedures on School Preparedness.
8. Conduct trainings for all District personnel on school safety, crisis response, school preparedness, social media, and firearms.
9. Collaborate with school principals on Crisis Plans and provide expert advice.
10. Prepare District Emergency Management Basic, Annex, and Appendix Plans.
11. Oversee, manage, and coordinate implementation of the Safe Schools/Healthy Students (SH/SS) Grant and the School Safety and Crisis Management Grant.
12. Prepare and manage annual budget to include creating and administering numerous complex federal grants.
13. Represent the District in any legislative capacity relating to school safety, crisis management, and quality assurance.
14. Assist with the management, supervision, and application of fingerprinting for District volunteers.
15. 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.
16. Supervise employees involved in the planning, designing, coordinating and executing tabletop, drills, and functional full-scale emergency response exercised.

17. Operate emergency vehicles, communications and equipment in response to major events.
 18. Supervise and evaluate performance of assigned staff.
 19. Perform other duties related to the position, as assigned.
-

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. Ability to develop and implement an emergency response plan; coordinate emergency services; and conduct emergency response simulations.
6. 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.
7. 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.
8. Anticipate problems and conflicts and use them as opportunities to initiate action and innovation.
9. Ability to maintain security of confidential materials and information.
10. Exhibit high personal motivation, energy, and enthusiasm; set high performance standards of self and others.
11. Possess a high degree of perception in originating and implementing new concepts, plans, policies, and projects.
12. 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.
13. Be receptive to new ideas and change and commit to personal and professional learning.

14. 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.
 15. 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.
 16. Demonstrate diplomacy, judgment, leadership, problem solving, and accountability.
 17. Demonstrate clear and concise communication skills with executive presentation experience.
-

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 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 five (5) 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 or Crisis Response.

Preferred Qualifications

1. An earned master's degree in Emergency Management, Public Administration, Criminal Justice or related field from an accredited college or university or an earned master's degree in education.

2. Knowledge of specific laws, regulations, and practices pertaining to safety/crisis management and quality assurance in the state of Nevada.
3. Familiarity with Nevada state/local governments, legislative procedures and regulatory agencies that pertain to safety, crisis management, and quality assurance.
4. Experience in implementing emergency response planning, training, and operations involving the NIMS and/or ICS.

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: 04/14/22
- Created: 11/13/08