

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Emergency Management Coordinator

Job Description

May 2021

Reports to: Director of Security of Security and School Safety

Status: Exempt

Term: 226 Days

Primary Purpose:

To support the Director of Security and School Safety with developing and maintaining a High-Quality Multi-Hazard Emergency Operations Plan (EOP). The plan will ensure the district is aligned with emergency management principles of prevention, mitigation, preparedness, response and recovery for all students, staff, and visitors to the TCISD campuses and facilities. Conduct workshops, table tops, drill and exercises to evaluate capability and feasibility of the EOP.

Qualifications:

Education/Certifications:

Bachelor's degree preferred

Minimum Associates degree in emergency management, criminal justice, public administration, or other related field or an equivalent of three (3) years of directly related job experience is required.

Special Knowledge/Skills:

Incident Command System Certifications strongly preferred (*see Other*).

Knowledge of standard methods and procedures of emergency and disaster operations.

Knowledge of federal and state regulations governing emergency and disaster plans.

Possess the ability to interpret NIMS, state and local emergency management documents preferred.

Ability to work effectively with staff, emergency services, and the public in a multicultural community

Ability to analyze data, create charts and graphs and write reports

Highly proficient in computer operations to include hardware, and advanced software platforms

Ability to maintain confidentiality and integrity of information

Experience:

Three (3) years of work experience in emergency management is required

School district experience preferred

Other:

*Standard Response Protocols/Standard Reunification Method

*School Safety and Security Audit

*High-Quality Multi-Hazard Emergency Operation Plan

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*Safety and Security Agreement

*Training, Drills and Exercises

*Sever Weather

*School Pipeline Safety

*School Safety and Security Standards

*Behavioral Threat Assessment

IS: (29.a, 100.c, 139.a, 200.c, 230.d, 235.c, 318, 360, 362.a., 363, 366.a, 368, 520, 700.b, 703.a, 800.c, 906, 907, 1300, 2001)

*Courses offered by the Texas School Safety Center

All above training must be completed with one year of hiring subject to course availability

Major Responsibilities and Duties:

1. Review, evaluate and update the TCISD Disaster Management plan to improve the district's ability to respond to and recover from the effects of major disaster conditions.
2. Ensure compliance with applicable Texas Education Code (TEC) federal and state laws and compatibility with city, county, state and federal plans.
3. Develop and maintain inventory of disaster- related resources within the school district.
4. Assist with site-visits to perform campus safety and security audits at each campus.
5. Collect and analyze safety and security data for annual audit report.
6. Assist with management of the district's workshops, table tops, drills and exercises program.
7. Partner with the Director of Security and School Safety in developing district wide safety and security training program.
8. Coordinate activities and participate on the school safety and security committee.
10. Investigate opportunities, prepare grants and apply for external funding opportunities.
11. Assist with preparation and management of contracts with school district's, agencies and vendors.
12. Serve as district assistant emergency management liaison to Galveston County EOC alongside the Director Security and Emergency Management.
13. Coordinate district and emergency mission partner training and exercise program during the summer months.

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14. Provide consultation and technical assistance to the district's Board, partnering school districts, emergency managers, first responders, parents, volunteer agencies and all others involved in community-wide emergency management efforts.
15. Participate in other duties to include traffic flow studies, policy development and analysis, inventory and website management.
16. Perform Behavioral Threat Assessments as required.
17. Perform other duties and responsibilities as assigned by the Director of Security and School Safety.
17. Regular and reliable attendance is an essential job function.

Supervisory Responsibility:

Fills the role of the Director of Security and School Safety in his/her absence

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 40 pounds of force occasionally, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Light work usually requires walking or standing to a significant degree. Report during the event of a disaster, manmade or natural on a 24/7 basis and be on call to mitigate any potential threats to the district.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____