

# JOB DESCRIPTION

## Cumberland County School District

### Emergency Management, Security, Truancy, and DHA Supervisor

#### **Purpose Statement**

The purpose of this position is to provide overall Emergency Management and Security for the school system which includes the management of multi-hazard emergency planning, preparation and response, emergency plans and drill coordination, and compliance with regulatory requirements. The person in this position is also responsible for representing Cumberland County Schools in Truancy and Juvenile Courts and in the coordination and implementation of the Discipline Hearing Authority.

#### **Supervisory Controls**

Responsible to the Chief Academic Officer for the efficient and effective accomplishment of assigned tasks.

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#### **Essential Functions**

Specific functions vary widely due to the range of potential emergency contingencies possible and the extent of variables in school facilities, personnel, and circumstances. Incumbent should be familiar with all functions and be prepared to accomplish them. This list is not considered to be all-inclusive or restrictive.

1. Develop and maintain an atmosphere of emergency preparedness conducive to confidence in the response capabilities and plans. Select and use materials, methods and processes that strengthen the school system safety posture and ability to respond. Direct the scheduling and execute/evaluate training and exercises.
2. Recognize and recommend proper courses of action to the Superintendent of Schools and administrators regarding security and emergency incidents or events and determine which duties are the responsibilities of the school system.
3. Develop and coordinate campus security plans and procedures.
4. Coordinate and serve as liaison to agencies providing School Resource Officers (SRO) and associated programs.
5. Supervise personnel assigned to assist in efficiently managing the Emergency Management and Security programs, and facilitate information that provides support to system employees regarding Emergency Management and Security concepts and programs.
6. Manage and coordinate the placement and utilization of security devices, surveillance cameras, alarms and other security measures for the school system.
7. Supervise all reporting requirements related to the school systems Emergency Management programs. Manage all pertinent information and records.
8. Maintain knowledge and professional development training and certifications of current Emergency Management, Law Enforcement, and Security standards and practices.
9. Manage multi-hazard response standards in accordance with regulatory requirements.
10. Work closely and participate with local Emergency Planning Commission and other emergency agencies.
11. Manage security and bullying incident reporting programs. Collect information from messages sent to Central Services, and refer back to appropriate principal and/or supervisor.
12. Manage and serve as Chairperson of the Disciplinary Hearing Authority.
13. Assist the attendance department as representative of the school system during truancy and juvenile court proceedings. Assist schools in constructing a plan to address chronic truancy issues with individual students.
14. Supervise the Family Resource Coordinator and Safe Schools Counselor.
15. Provide individualized and/or group instruction. Coordinate with the schools for staff development and in-service activities.
16. Represent the school and community in a positive manner.
17. Perform other work-related duties as assigned by the Director of Schools.

#### **Job Requirements: Minimum Qualifications**

1. Have the ability to operate and facilitate emergency management operations for school systems. Must maintain current training and knowledge of multi-hazard emergency response and preparedness for schools.
2. Meet health and physical requirements and satisfactory criminal background history.
3. Possess and maintain a valid Tennessee driver's license or other valid photo identification.

#### **Working Environment**

This work is performed in designated areas and facilities of a public school and school system buildings and properties.

**Experience**

Emergency management, law enforcement, criminal justice and or security experience preferred.

**Education**

Emergency Management/Criminal Justice/Homeland Security emphasis preferred.

**Requirement**

This is a certified or non-certified position.

**Certificates & Licenses**

TN teaching license and Tennessee Administrator Endorsement required for certified applicants.

**Clearances**

Criminal Justice fingerprint/background clearance

**Continuing Education/Training**

Regular training and professional development that maintains current regulatory knowledge and advancements in Emergency Management and Security practices.

**FLSA Status**

Exempt or non-exempt