

**Job Title: Coordinator - Threat Management**



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 5

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

**SEP 19 2023**

VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to provide leadership to the District Level Threat Management Team, as directed by the FLDOE-Office of Safe Schools. The individual selected for this position will implement threat management for Escambia County Public Schools by communicating, training, and collaborating with school district staff, traditional and charter school threat management teams, other District Threat Management Coordinators statewide, local law enforcement agencies, and any community partners that may inform the development of appropriate school safety measures.

## **ESSENTIAL JOB FUNCTIONS**

- Manages and conducts training to School Based Threat Management Teams based on the statewide threat management model.
- Researches, develops, and provides additional school safety training materials related to threat management, school safety, and security to school district personnel and community agencies.
- Serves as the liaison between Escambia County Public Schools and the Statewide District Threat Management Coordinator at FLDOE-Office of Safe Schools.
- Monitors and provides recommendations regarding Florida Statutes and industry leader best practices in school safety and threat management to comply with state requirements to school district staff and administrators, local law enforcement, and community partners. Develop and implement an annual compliance review process for adherence to state law and rules, monitored by the FLDOE-Office of Safe Schools.
- Report violations or concerns of improper reporting practices regarding safety and security to proper authorities for corrective action.
- Assist the Director–Protection Services in supervising the Coach Aaron Feis Guardian Program and Campus Security Officers assigned to the program.

- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Bachelor's degree from an accredited college or university.
- Five (5) years experience working in a K-12 educational setting with a background in law enforcement, mental health, administration, or instruction.
- Successful work experience in field of threat assessment or threat management.
- Must obtain School Safety Specialist certification from the FLDOE-Office of Safe Schools within one year of appointment.
- Must possess and maintain a valid Florida Driver License.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of state of Florida policies, rules, regulations, and statutes which govern school safety and security.
- Working knowledge of best practices of threat assessment and threat management as it relates to the K-12 educational setting.
- Basic knowledge in security procedures, business management and accounting
- Strong oral, written, and interpersonal communication skills
- Strong word processing, spreadsheet, and database software skills
- Strong creative problem solving skills
- Strong time management skills
- Ability to communicate effectively both orally and in writing with school personnel, district staff, School Board members, state and federal departments of education, and the public
- Ability to manage multiple tasks with specified deadlines
- Ability to design workflows and procedures
- Ability to manage team activities
- Ability to effectively facilitate meetings
- Ability to implement continuous improvement processes

### **PHYSICAL DEMANDS**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, speaking, and visual acuity.

### **WORKING CONDITIONS**

Employees in this position work in a frequently alternating indoor office environment and outdoor movement with the ability to tolerate inclement weather including heat, humidity, cold, fog, and sleet.

**Coordinator - Threat Management**

**Escambia County School District**

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

**Date of Board Approval: September 19, 2023**

**SEP 19 2023**

**Date of Revision:**

VERIFIED BY RECORDING SECRETARY