

Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020

Job Description
Emergency Preparedness and School Safety Coordinator (Classified)
Management Position

Position: Emergency Preparedness and School Safety Coordinator

Location: District Office

Starting Date: TBD

Payroll Range: Classified Management Salary Schedule Range -- De

Yearly Salary: \$82,599 - \$106,919 (6-step salary schedule, salary placement dependent upon related experience)

Yearly Stipends: \$1,000 for Masters / \$1,500 Doctorate degrees

Benefit Plan: Management Benefit Plan (posted on GUSD web site)

Supervisor/Evaluator: Assistant Superintendent, Business Services

BASIC FUNCTION: Under the direction of the Assistant Superintendent for Business Services, the Emergency Preparedness and School Safety Coordinator develops, evaluates and implements disaster response and crisis management activities for the Gilroy Unified School District (“GUSD”); provides disaster preparedness training to GUSD leadership and staff, schools, parents and students, and community leaders; represents the GUSD within the City of Gilroy emergency response and coordination efforts and activities, as well as other local emergency response agencies and committees; plans and coordinates emergency preparedness and security drills with GUSD stakeholders and government agencies; plans and implements the safety and security program for the GUSD; maintains the readiness of the GUSD’s emergency response and provides expertise, knowledge and ability during an emergency; responds to emergencies on an on-call 24/7 basis; works with Business Services to provide operational support in rentals of GUSD facilities; may supervise and evaluate the performance of assigned staff.

TYPICAL DUTIES:

- Plans and implements disaster response and crisis management activities for the GUSD; develops and writes standard operating procedures and continuity of operations programs to be used in response to disasters or emergencies, such as earthquakes, floods, fires, and other natural disasters, health emergencies, outbreaks, gas leaks, environmental hazards and extraordinary catastrophic events such as, nuclear accidents, terrorist attacks, active shooters, and recovery from these events. Assures cabinet members and other members of the leadership team are trained and knowledgeable of safety and emergency procedures.
- Develops, evaluates and implements the GUSD’s Emergency Operations Plan; chairs safety committees, which includes developing agendas, action plans, studies, project planning and management, facilitation and implementation of projects; collaborates with program managers, community, students and parents to set priorities for long term strategies and plans for implementation.
- Represents the GUSD within the City of Gilroy, Gilroy Police Department, and Gilroy Fire Department emergency response and coordination efforts and activities.
- Identifies needs and ensures school and student safety standards adhere to industry best practices; corrects any deficiencies and constantly seeks out ways to improve while collaborating with stakeholders; fosters rapport with all personnel and provides support and leadership to their disaster response and crisis management activities.
- Prepares and delivers trainings on school safety and security to GUSD leadership and staff, parents and students, and community leaders to support policy and enforcement, and strengthen prevention, mitigation and response capabilities.

TYPICAL DUTIES Continued:

- Prepares and delivers trainings on school safety and security to GUSD leadership and staff, parents and students, and community leaders to support policy and enforcement, and strengthen prevention, mitigation and response capabilities.
- Conducts routine site visits and safety checks and coordinates with school, staff and principals on emerging needs and safety concerns; assists sites and school personnel with safety and security planning through site-visits, professional development opportunities, one-on-one consulting services, and other means as needed to ensure school safety; provides oversight and assistance with annual development and revisions of School Site Safety Plans.
- Plans, coordinates and evaluates emergency drills, functional tests, scenario discussions, and simulation exercises to test the effectiveness of emergency plans and communication systems. Coordination efforts are primarily with the City of Gilroy, Gilroy Police Department and Gilroy Fire Department.
- Proactively engages district leaders, principals and school communities in developing safety priorities, defining roles and responsibilities, building capability and creating systems of accountability to ensure safe and secure school climates and workplace environments; identifies and recommends improvements to physical security, video surveillance systems and other technology solutions.
- Collaborates with various departments to provide leadership regarding capital and infrastructure needs; develops plans to equip schools and departments with assets necessary to ensure the safety of schools; works with school site principals and program leadership to ensure that the unique student and program needs and vulnerabilities are considered in providing the highest levels of safety for students and staff.
- Maintains the readiness of the GUSD's emergency response at all times and provides expertise, knowledge and ability during an emergency; responds to emergencies on an on-call 24/7 basis; collaborates with internal and external personnel in planning standardized responses to critical incidents in accordance with the state and federal Incident Command System ("ICS") model.
- Conducts planning and research activities relating to all aspects of public safety and security in a public school system environment.
- Assures each classroom of the GUSD program has a known, posted, and distributed plan for emergencies that accounts for the unique components of the location.
- Safeguards and maintains accurate administrative records and inventory control of disaster equipment.
- Assures compliance with federal and state laws and mandates; fulfills monitoring and reporting requirements regarding school safety.
- Collaborates with others in securing grant funding to support school safety initiatives.
- Collaborates with the City of Gilroy and acts as a liaison on behalf of the district for the Gilroy Police Department, the Gilroy Fire Department and other relevant agencies.
- Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.
- Supports and monitors GUSD facilities rental efforts; works with internal and external parties in the facilities rental process; provides operational support to ensure policies and procedures are adhered to in the facilities rental process, as well as support to parties who rent GUSD facilities.
- Other related duties as assigned.

REQUIRED QUALIFICATIONS:

- B.A. or B.S. degree in emergency and disaster management, business administration, business management, public administration, criminal justice or a closely related field.
- Experience coordinating an emergency or crisis management program.
- Valid California driver's license.
- Must reside within 30-minutes of the GUSD Administration Office

PREFERRED QUALIFICATIONS:

- Bilingual in English/Spanish
- Masters Degree
- Possession of a California Emergency Management Specialist Certificate or equivalent
- Possession of a FEMA Emergency Management Institute Advanced Professional Series Certificate or equivalent

KNOWLEDGE AND ABILITIES:

- Federal, State and County regulations pertaining to emergency management and response.
- Principles, concepts and terminology of emergency management and response.
- Emergency preparedness and response standards.
- Principles and practices of safety and security management.
- Community and governmental organizations and resources.
- Principles of training and education.
- Issues related to Emergency Preparedness for natural and human caused disasters, such as earthquakes, hazardous materials incidents, civil defense, and floods.
- Principles and techniques used in the development and utilization of emergency response and disaster preparedness systems, including but not limited to the Incident Command System (ICS), Continuity of Operations Plan (COOP), State Emergency Management Systems (SEMS), and the National Incident Management System (NIMS).
- Principles of effective written communication, including the preparation of clear and concise reports, documentation and revisions to procedures and plans.
- Plan, promote, coordinate and implement programs for emergency preparedness.
- Develop and write standard operating procedures related to emergency preparedness, response and recovery.
- Work with and engage the cooperation of diverse groups, including volunteers.
- Communicate effectively, both orally and in writing, with all levels of district leadership, staff and stakeholders, and representatives of regulatory agencies.
- Prepare professional reports and develop program materials and plans.
- Maintain effective public relations with public safety organizations, government officials and others.
- Provide training on emergency preparedness and ICS.
- Analyze administrative problems and conduct studies in disaster planning.
- Maintain records and controls and prepare correspondence and reports.
- Work independently to identify needs and emergency management system deficits and recommend improvements of emergency management planning operations.
- Use independent judgment and initiative.
- Respond to emergencies on an on-call 24/7 basis.
- Work nights, weekends, and holidays as necessary.

WORKING ENVIRONMENT:

- Office environment.
- Outdoors.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Standing and sitting for long periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- During crisis situations, may require moderate to significant physical work and lengthy periods of standing while providing on-site assistance, often outdoors, and in temporary locations, such as mobile trailers.