

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager II, Emergency Planning/Crisis Response	REPORTS TO:	Executive Director, Prevention & Intervention
DEPARTMENT:	Student Support Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-25/Management

(Former Classification: Coordinator, Emergency Planning/Crisis Response)

BASIC FUNCTIONS:

Accountable for improving student achievement through the effective management of an assigned area; plan, organize, and coordinate the District's emergency planning, crisis response, and safety programs, and provide assistance and support to schools and departments to provide a safe, clean and orderly learning and working environment ensuring the protection of persons and properties of the District.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, and coordinate the District's crisis response, safety and emergency planning programs, and provide assistance and support to schools and departments in support of providing students a safe learning environment to achieve their personal best. *E*

Develop, disseminate, and implement the District's emergency planning, safety, and crisis response plan and update annually or as required to ensure the effectiveness of the program; review and make recommendations to improve the safety programs for the protection of students, families and staff. *E*

Develop, implement, direct, evaluate and revise safety compliance activities and procedures; establish a program to prevent crisis and emergency situations. *E*

Manage the day-to-day operations and activities of the crisis response, safety and emergency planning areas of responsibility to provide timely delivery of safety services to sites and departments. *E*

Assist school site Principals, vice principals, and other employees throughout the District in effective crisis response, safety and emergency planning procedures; provide guidance to management and employees to ensure understanding of protocols. *E*

Coordinate the distribution of emergency plans in a timely manner to District school sites and departments. *E*

Direct training and programs to increase school staff and District administrator knowledge of Incident Command Structure protocols and District emergency planning, safety, and crisis response procedures; conduct training sessions and workshops and provide written materials and instructions to ensure proper procedures and protocols are followed for the protection and safety of students and staff. *E*

Facilitate implementation of comprehensive safe school plans including the drill and practice of safety drills in collaboration with law enforcement; provide direction and protocol to practice drills and simulated crises; evaluate response efforts and make recommendations for improvement to assist in ensuring a safe educational and working environment for students, families and staff. *E*

Identify potential areas of vulnerability and risk, develop and recommend timely and effective corrective action plans for resolution of problematic issues, and provide recommendations on how to prevent or proceed with future similar situations in support of creating a safe learning environment crucial to student learning. *E*

Develop, initiate, maintain, and revise policies and procedures related to safety, crisis intervention, and emergency planning and related activities to prevent illegal, unethical, or improper conduct in support of providing students a safe learning environment to stay in school on target to graduate; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with in established guidelines. *E*

Collaborate with other department heads to address safety, crisis response, and emergency planning issues to assure compliance with appropriate standards and guidelines for investigation and resolution. *E*

Respond in a timely manner to alleged violations of rules, regulations, policies, procedures, and standards of conduct related to safety, crisis response, and emergency planning programs by evaluating and recommending the initiation of corrective procedures. *E*

Direct training activities and other programs designed to increase knowledge of recovery strategies and provide guidelines to effectively implement the identified strategies. *E*

Supervise employees, evaluate performance and provide for training and development of employees in support of professional learning. *E*

Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and five (5) years of experience in a school district position, or crisis response, emergency planning, safety, or related field.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Legal mandates, State and Federal laws, regulations and procedures associated with crisis response, safety, and emergency planning in school district operations.
- District policies and objective regarding safety/prevention programs.
- Principles and practices of management.
- Investigation techniques and procedures.
- Technical aspects of field of specialty.
- Paperless electronic filing systems.
- Research methods and report writing techniques.
- Accurate record-keeping techniques.
- Labor Relations law and employee contracts.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of management.
- Employee development presentation techniques.
- Oral and written communications skills.
- Operation of a computer to enter data, maintain records and generate reports.
- District organization, operations, policies, procedures, and goals.

ABILITY TO:

- Plan, organize and coordinate the District's crisis response, safety and emergency planning program.
- Understand and analyze factual and legal issues.
- Be familiar with laws, regulations, and procedures related to assigned activities.

Research, analyze, compile, and verify data, and prepare reports.
Read, comprehend, interpret, apply, and explain rules, regulations, policies, procedures, and collective bargaining agreements.
Assemble confidential and sensitive information, make presentations and deliver in-services in area of Specialty, and represent the District as a public speaker.
Analyze situations accurately and adopt an effective course of action using independent judgment.
Work confidentially with discretion and many interruptions.
Provide direction and support to directors, coordinators, and staff in support of district goals and initiatives.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Work in a team environment.
Compose correspondence and written materials independently.
Plan, organize and prioritize work in order to meet schedules and time lines.
Learn new or updated computer systems and programs to apply to current work.
Develop training programs for both students and staff.
Demonstrate loyalty and high ethical standards.
Work collaboratively and build positive relationships with a diverse range of stakeholders.
Communicate, understand and follow both oral and written directions.
Supervise and evaluate the performance of assigned staff.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office and site environment; driving a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions; work under pressure with priorities/deadlines subject to frequent change.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist, and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information or make presentations; seeing to read various documents related to assigned duties; lifting heavy documents and files.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions