**Professional Development Safety Coach (PDSC) Job Description:**

**JOB TITLE:** Emergency Management Project Coordinator (Regional) - FFTL

**TERM:** 18 months

**RESPONSIBILITIES:** Increase the numbers of school personnel trained in developing high quality emergency management strategies through planning and developing comprehensive emergency management plans, for regional Local Education Agencies (LEAs).

**SCOPE OF WORK:**

**Emergency Planning**\*The Project Coordinator will work with the Kentucky Department of Education (KDE), Kentucky Center for School Safety (KCSS), Kentucky Division of Emergency Management (KYEM), and LEAs to coordinate school district - school based integration of high quality emergency operations plans.

**Response and Preparedness**   
\*Work with district, school, and community partners on development, implementation, and management of high quality emergency management plans to include communications and notification systems. Assess current emergency management protocol and enhance LEAs capabilities to notify and communicate with students, students with special needs, school staff and parents/guardians.

\* Assist schools and districts with communication plans between first responders and schools to be used during planning phases and in the event of an actual emergency.

**Training and Exercising**   
\*Assist with the development and delivery of grant-specific training and education to district staff about emergency preparedness, mitigation, continuity and disaster response procedures.

\*Work with district School Safety Coordinators to maintain a database of emergency staff and other designated representatives trained in National Incident Management System-Incident Command System protocols.  
\*Assist with the planning and design of tabletop, functional, and full-scale exercises to prepare district staff for effective response to major emergencies and to test individual preparedness when appropriate.

\*Provide technical assistance to LEAs during the review, revision, and implementation of emergency management plans.  
\*Prepare or coordinate after action reports following exercises, including recommendations for improvement and incorporating findings into current emergency management plans.  
  
**Program Development and Outreach**   
\*Act as Facilitator of the Emergency Preparedness Committee.

\*Assist with the identification of diverse representatives who can convey emergency information and stimulate social action.

\* Act as a liaison and point of contact to school districts and first responders when developing the school or school district emergency operations plan(s).  
\* Assist schools in developing MOA’s with partner agencies during the grant period.

**Other**

\*Participates in quarterly program meetings with KDE, KCSS and other regional PDSC’s.   
\*Perform other tasks as assigned by the Program Director.

**MINIMUM QUALIFICATIONS:**   
\*Two (2) years related work experience in one or more of the following emergency management planning areas: mitigation, response, continuity of operations, recovery, and/or preparedness.   
\*A thorough knowledge of the fundamental principles of emergency management planning (e.g. mitigation, preparedness, prevention, continuity of operations, recovery, and response).   
\*Experience in complex issue analysis and creative problem solving along with the ability to provide strategic options and recommendations.  
\*Ability to express ideas effectively, both orally and in writing.  
\*Commitment to, experience with, and ability to work effectively with a broad spectrum of individuals from a variety of diverse backgrounds.

**EDUCATIONAL AND CERTIFICATE REQUIREMENTS:**  
\*A bachelor's degree from an accredited college or university in emergency management, or community regional planning, or public administration.  
\*Incident Command System certificates for ICS 100 and 200.   
\*Willingness to obtain the Incident Commander or Incident Manager certification.

**PREFERRED QUALIFICATIONS:**   
\*Experience working for schools and districts.

\*Experience as a school district School Safety Coordinator or served as a School Safety Consultant  
\*Experience creating and delivering emergency management training programs.  
\*Experience in motivating individuals to dedicate time and effort to tasks which may be a minor percentage of their responsibilities but are critical to the functioning, (e.g., response planning and training).

\*Experience working with special populations including individuals with disabilities (including deaf/hard of hearing or blind), cultural minorities, English language learners, migrant populations, etc.

An Equal Opportunity/Affirmative Action Employer M/F/D