

# Coordinator IV, Emergency Management

## Position Details

Job Code: U7403

Reference Code: A274

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position will serve as the Emergency Management Coordinator for planning, preparing for, and responding to, mitigating and recovery from emergencies and disasters in the Clark County School District (CCSD) and the community; ensuring compliance with state law in crisis planning, professional learning, and supervision of emergency drills; providing expertise to school and CCSD administration in threat assessment, risk analysis, crisis intervention, and emergency management; and providing consultation in school safety for new construction, remodels, land acquisition, etc., per state law. This position will report directly to the Director II, Emergency Management, Operational Services Unit (OSU).

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Responds to major incidents, as needed; serves as liaison with local first responders to enhance all CCSD locations' readiness and response to emergencies and crises; identifies and responds to emergencies including in-progress acts of violence, crisis, weapons incidents, explosive incidents, natural

disasters, and a wide range of issues posing a hazard to lives and/or property using the appropriate escalation of force up to, and including, armed response by following established protocol.

2. Develops, revises, evaluates, implements, and administers the CCSD's Emergency Management Basic, Annex, Appendix Plans, and Crisis Response Plans; conducts training assessments, develops a training plan, and conducts relevant training for designated personnel with emergency planning, response, or recovery responsibilities.
3. Collaborates with School Police Services to identify, analyze, prioritize, and promote emergency preparedness initiatives, and assists in the maintenance of the CCSD's Crisis Response Plan and Emergency Operations Plan.
4. Assists in emergency situations by securing the scene to prevent further loss or damage, advises personnel of threats and potential threats, summons emergency responders to the incident, and initiates and conducts evacuation procedures.
5. Assists in the planning, designing, coordinating, and executing tabletop drills, and functional full-scale emergency response exercises.
6. Coordinates with school and CCSD administrators in school safety (threat assessment, safety walks, Crime Prevention through Environmental Design [CPTED], etc.).
7. Assists in the supervision, planning, coordination, and documentation of school emergency drills per Nevada Revised Statutes (NRS) 392.450.
8. Assumes the roles and responsibilities of the Director of School Safety, Emergency Preparedness and Crisis Management in his/her absence during disasters, emergencies, or related functions in that capacity.
9. Designs, develops, coordinates, maintains, and updates the CCSD's primary and alternate Emergency Operations Center before, during, and after a major emergency disaster or simulation.
10. Prepares, presents, and processes emergency management and school safety-related grant applications.
11. Oversees, manages, and documents support for the development of instructional and non-instructional Crisis Response Plans districtwide; ensures compliance with NRS.
12. Works with the Director of School Safety, Emergency Preparedness and Crisis Management to provide technical expertise and support to school and CCSD administrators regarding threat assessment, risk analysis, crisis intervention, and emergency management.

13. Coordinates and operates emergency vehicles, communication devices, and equipment in response to major events; maintains proficiency in the use of all assigned protective equipment, restraint devices, and weapons.
  14. Represents the CCSD, as directed in local, state, and federal response and emergency management meetings, conferences, and events; supports the CCSD with respect to legislative activities related to Crisis Response and school safety in general.
  15. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of Emergency Management, National Incident Management System (NIMS), and Incident Command Structure (ICS).
2. Knowledge of Nevada Law, NRS 388 – Crisis Response Plan and Training, Consultation for safety on building construction, remodels, land acquisition, etc., and NRS 392.450 – Emergency Drill Supervision.
3. Knowledge of School Safety, Safety Inspections (CPTED), and policies of State of Nevada and the CCSD as it relates to emergencies and disasters.
4. Knowledge of all federal, state, and local laws, codes, regulations, and CCSD procedures relevant to the position.
5. Extensive knowledge of emergency management including NIMS/ICS.
6. Working/practical knowledge of computer networking, information technology (IT) hardware, software, and database management as they relate to technical layouts, security systems, and crisis/threat assessment/management.
7. Ability to function as an incident commander and advisor to the incident commander, Emergency Operations Center Manager, or Multi-Agency Operations Center during a crisis or emergency.
8. Ability to plan for disasters and emergencies through the Crisis Response Plan and Emergency Operations Plan.
9. Ability to develop and implement an emergency response plan; coordinate emergency services and conduct emergency response simulations.
10. Ability to maintain security of confidential materials and information.
11. Ability to conduct in-service training.
12. Ability to work effectively with administrators and representatives of other agencies.
13. Ability to speak effectively in front of civic groups and organizations.
14. Ability to communicate effectively both verbally and in writing.
15. Ability to develop school safety programs and professional learning in school safety.

16. Ability to prepare reports for the Superintendent, Chief of Police, and the Clark County School District Board of Trustees.
  17. Ability to coordinate with the Superintendent, Chief of Police, Department Heads, Associate Superintendents, School Administration, and outside agencies during a disaster or emergency.
  18. Ability to respond to direction and/or orders from supervisory personnel, especially in the content of an active shooter, assault, or other situation.
  19. Ability to work flexible hours or shifts.
  20. Ability to recognize hazards and to apply safe work methods.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree in a related field from an accredited college or university;  
or,  
Currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

1. Currently hold Federal Emergency Management Agency (FEMA) Incident Command System (ICS) 100, 200, 700, 800 certifications.
2. A valid driver's license which allows the applicant/employee to legally operate a motor vehicle in Nevada.

### **Experience**

1. Satisfactory service in a corresponding or related position or five (5) years of successful supervisory experience related to the administrative position.
2. Three (3) years of increasingly responsible work experience involving emergency management exercise development or response to emergencies in a public agency.
3. Experience in the planning of and responding to emergencies and disasters.
4. Experience with implementing the Homeland Security Exercise and Evaluation Program (HSEEP).
5. Experience using the Threat and Hazard Identification and Risk Assessment (THIRA).
6. Experience using the incident command system.
7. Experience with National Incident Management System (NIMS).
8. Successful performance in the position held at the time of application.

## **Preferred Qualifications**

FEMA ICS 300, 400 certifications.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 04/02/25
- Created: 04/11/19