**Professional Development Safety Consultant (PDSC) Job Description**

**JOB TITLE:** Emergency Management Professional Development Safety Consultant (Regional)

**TERM:** 100 day contract with no benefits or withholding services (1099 consultant). The position is grant funded and is dependent on continued funding through the Kentucky Department of Education and the Kentucky Center for School Safety.

**STIPEND:** Range from $30,000-$40,000(to be paid monthly over the term of the contract)

**RESPONSIBILITIES:** Increase the numbers of school district personnel trained to assist schools (including non-public schools) in developing high quality emergency operations plans (EOP) through the use of comprehensive emergency management strategies and practices.

**Emergency Planning**

The KCSS training coordinator will manage the project, and will partner with the Kentucky Department of Education (KDE), Kentucky Center for School Safety (KCSS), Kentucky Division of Emergency Management (KYEM), and LEAs to provide training and technical assistance in the development and high quality EOPs.

**Response and Preparedness:**

* Work with school district personnel, school (public and non-public) officials, and community partners in developing, implementing, and managing high quality emergency management plans.
* Assess current emergency management protocols and enhance LEAs capabilities to notify and communicate with school staff, students, students with special needs, and parents/guardians.
* Assist school officials and school district officials with communication plans between first responders and school personnel to be used in the event of an actual emergency.

**Page 1 of 3**

**Training and Exercising**

* Assist with the development and delivery of EOP training models.
* Provide training to acquaint school district personnel with suggested guidelines for emergency preparedness, mitigation, continuity and disaster response procedures.
* Encourage school 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/or full-scale exercises to prepare school district staff for effective response for all emergencies regardless of severity with the intent to measure preparedness.
* Provide technical assistance to LEAs during the review, revision, and implementation of emergency operations plans.
* Prepare or coordinate after action reports following exercises, including recommendations for improvement and incorporating findings into current emergency operations 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 district official and first responders when developing a school’s or school district’s emergency operations plan(s).
* Assist school officials in developing MOA’s with emergency responders during the grant period.

**Other**

* Participate in quarterly program meetings with KDE, KCSS/KSBA and other regional Safety Consultants.
* KSBA and contractor may also agree to select additional contractual services to be provided under the name and auspices of KSBA.

**Page 2 of 3**

**MINIMUM QUALIFICATIONS:**

* A master’s degree in education with current or prior state certification, or a bachelor’s degree from an accredited college or university in emergency management, community regional planning, educational administration, or public administration is preferred. Ten years of working in a K-12 school setting or 2 years of experience in emergency management planning, law enforcement, or tactical response may substitute.
* Administrative experience in planning and conducting successful professional development activities to large audiences.
* A working knowledge of the fundamental principles of emergency operations planning (e.g. mitigation, preparedness, prevention, protection, 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.
* Incident Command System certificates for ICS 100 and 200.
* Willingness to be trained in the National Incident Management System.

**PREFERRED QUALIFICATIONS:**

* Experience working in a school and/or school district.
* Experience as a school district School Safety Coordinator or served as a School Safety Consultant.
* Knowledge of adult learning styles and teaching techniques for adult learners.
* 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 school function (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.

***The Kentucky Department of Education and the Kentucky Center for School Safety does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation or gender identity, ancestry, age, disability, political affiliation, genetic information or veteran status in accordance with state and federal laws.***

***Kentucky School Boards Association is an equal opportunity employer***

**Page 3 of 3**

**KENTUCKY SCHOOL BOARDS ASSOCIATION**

***GENERAL APPLICATION***

*All questions must be answered carefully and completely.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle

Current

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Street City State Zip

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long at your current address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prior Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City State Zip

Are you a U.S. Citizen or Permanent Resident? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, state type of Visa: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If under 18 years of age, indicate date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position applying for: Professional Development Safety Consultant

How did you learn of this position?

Personal Contact \_\_\_\_\_\_\_\_ Web site \_\_\_\_\_\_\_\_ Newspaper/Magazine \_\_\_\_\_\_\_\_

Have you ever been known by any other name? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please state name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been convicted of any MISDEMEANOR, FELONY OR VIOLATIONS, INCLUDING DRIVING UNDER THE INFLUENCE (DUI), LEAVING THE SCENE OF AN ACCIDENT OR NOT REPORTING AN ACCIDENT as an adult eighteen (18) years of age or older? YES \_\_\_ NO \_\_\_\_

A conviction includes any fines paid, jail sentences or probation served. Conviction of a crime is not an automatic rejection. The specific situation will be reviewed. Failure to disclose or falsification of any conviction(s) including those which have been merged, shall result in automatic rejection of the application.

Offense Date County/State Disposition

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Page 1 of 2**

MILITARY EXPERIENCE:

Branch of service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank at discharge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EDUCATION AND EMPLOYMENT HISTORY:

Please attach a copy of your resumé. Give complete information for all of your education, training and employment history.

I hereby certify that the information on the application and resumé or other documentation is true, accurate, and correct to the best of my knowledge and belief. If hired as an independent contractor, I agree to abide by and uphold all policies and procedures of the Kentucky School Boards Association.

I am aware that should an investigation at any time show any misrepresentation, falsification or omission on the application regarding information furnished by me in consideration of employment with the Kentucky School Boards Association, my application will be rejected or I will be dismissed from employment.

I authorize the Kentucky School Board Association to make all necessary and appropriate investigations to verify the information contained on this application and all supplemental documents including transcript, work history, etc. I hereby release from liability and hold harmless any entity and/or person named in my application and resumé who furnishes information to the Kentucky School Boards Association in response to such an investigation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE SIGNATURE OF APPLICANT (Do not print or type)

*KSBA IS AN EQUAL OPPORTUNITY EMPLOYER*

All qualified applicants receive consideration for employment without regard

to race, color, religion, sex, age, national origin, disability, or veteran status.

# *The completed application and all supporting documents,*

# *when submitted to KSBA, become the property of KSBA.*

*Thank you for your interest in applying for employment at KSBA.*

260 Democrat Drive

Frankfort, KY 40601

PHONE: 502/695-4630

FAX: 502/783-1438

Kathy.Amburgey@ksba.org

**Page 2 of 2**