

DAVENPORT SCHOOL DISTRICT NO. 207
801 7th Street
Davenport, WA 99122 NOTICE OF POSITION VACANCY

POSITION TITLE: District Safety Coordinator/Emergency Manager

Posting Date: July 28, 2022

Closing Date: 10:00 A.M., August 10 (Open Until Filled)

Start Date: August 16, 2022

Description:

This position in conjunction with the superintendent and principals will help oversee school and campus safety, review and update safety protocols and procedures, plan drills, coordinate with local first responders, and be visible on all school campuses in order to build meaningful student and parent relationships while helping deter and detect improper behavior. The successful candidate will pass the fingerprinting process, background check, polygraph and psychological assessment. Will act as a first responder to security incidents on campus and lead security responses during events that impact or may impact DSD students and staff. The candidate will also maintain accurate records and reporting. This position reports directly to the Superintendent. Other duties as assigned.

Qualifications:

1. Education/training and experience in law enforcement, military or security related activities
2. Education/training, experience in working with TK-12 students and families
3. Experience/training in use of technology camera systems, IT, or other related equipment used for safety
4. Successful passing of the fingerprint process, background check, polygraph and psychological assessment
5. Be free of conviction of any offense which may reflect upon the necessary trust and confidence required of the position
6. Valid driver's license
7. Must be able to pass a fitness/agility test
8. Education/training, experience and credential in Emergency Management and disaster response
9. Excellent organizational, management and communication skills both orally and written
10. Must be flexible, understanding and adaptable to adjust to the needs of staff, students, families, and schedule
11. Ability to establish and maintain a positive working relationship with students, staff, parents, and community
12. Maintain satisfactory performance ratings in all categories of the evaluation. Failure to do so may result in loss of position
13. Ability to perform the essential functions of the job and additional examples of the work described
14. Ability to maintain strict confidentiality
15. Flexible and punctual
16. Ability to identify and respond to sensitive community and organizational issues, concerns, and needs
17. Ability and/or willingness to become qualified to carry a firearm while on duty (this will be one of the last steps after hearing from our students, staff, families, and community members)

Performance Responsibilities:

SAFETY OFFICER

- Act as first responder to security incidents on campus and lead security response during events that impact or may impact DSD students and staff
- Ensure the all required safety training for the position is completed
- In partnership with the Superintendent, writes and updates district policies that reflect best practices
- Develops and implements security procedures to improve the physical security of the district.
- Responsible for physical safety and security of students and staff through activities such as school patrols and visible deterrence methods to protect students, staff and visitors from physical harm and prevent loss to district property resulting from criminal activity
- Works effectively with students, staff, parents and community organizations as a liaison to include official coordination with local police, fire, and juvenile courts departments for a comprehensive security and law enforcement programs such as truancy
- Conducts investigations to a wide range of incidences and assists and follows up with local agencies for completion of investigations
- Interacts with students regularly as a positive role model
- Ensures successful and active Threat Assessment Program in accordance with state and local guidance to reduce the risk of violence and conduct proactive threat analysis
- Develops security procedures to improve the physical safety and security of DSD to support teaching and learning
- Reviews and responds appropriately to online concerns related to school web filtering
- Participates in training to include, and not limited to: Threat Assessment, Trauma Informed Care, Active Shooter, and First Aid
- Maintains fitness subject to annual testing and commensurate with law enforcement or military fitness standards and ensures the ability to walk, run, climb, crawl, and engage in physical confrontations.
- Remains mentally resilient to handle a wide spectrum of circumstances to include armed confrontation, extreme violence, exposure to blood/body fluids, and other potentially disturbing issues
- Oversees operation of security camera systems, facility access systems, and other technologies related to physical security
- Supervises school security personnel and/or partners with the Town of Reardan to supervise comprehensive school district security operations
- Actively participate in, and potentially lead, Threat Assessment program

Emergency Manager Responsibilities

- In partnership with the superintendent, leads strategic planning for disaster response and develops an all-hazards approach and priority focus to reasonable mitigate likely threats
- Provides campus wide safety and security services for campus community members and district's physical property

- Provides foot patrol presence to prevent, deter and respond to campus safety and criminal incidents
- Responsible as first responder for criminal, fire, medical and safety hazard incidents and work with emergency responder services to resolve incidents
- Customizes disaster response programs based on FEMA's model of preparation, mitigation, response and recovery for the Davenport School District environment
- Coordinates and/or implements emergency response and calls for service at all Davenport School District schools and property as needed
- Coordinates and/or implements vulnerability assessments for data-based decisions on disaster response
- Operates as alternate to the Superintendent for Incident Command System management during times of crisis
- Ensure Rapid Responder tools are up to date to include the use of Easy Alert (or equivalent), current maps, and other response information
- Oversees communications programs for radios, frequencies, redundant communications, etc.
- Ensures OSPI standards are met for disaster preparation to include annual requirements for emergency drills

Terms of Employment:

1. 182 Days/year; 8 hours/day
2. Proposed Salary: \$36,429.12 - TBD (Depending on Experience and Training)
3. Must pass background check, fingerprinting, polygraph and psychological assessment, fitness test
4. This is a non-union, salaried position
5. Full-time benefits per Washington State and Davenport School District policies and guidelines
6. Evaluation done yearly by Superintendent

Application Materials:

1. Davenport Application
2. Resume
3. Letter of application, detailing experience and skills
4. At least two letters of recommendation from current and/or former supervisor(s)

Timeline:

- Position Posted: July 28, 2022
- First Review: August 10, 2022 or open until filled
- Screening & Interviews: August 10 - 15
- Successful Candidate Begins Training: August 16-18, 2022

COVID-19 Vaccination Requirement

Pursuant to Governor Inslee's Proclamation 21-14.1, all employees working for public and private K-12 schools must be fully vaccinated against COVID-19 or obtain a religious or medical exemption.

Application materials should be sent to:

Stephanie Linstrum
801 7th Street
Davenport, WA 99122
Phone: 509-725-1481
FAX: 509-725-2260
E-mail: slinstrum@davenportsd.org

Note: Early application materials are appreciated

If you require accommodation in the application and/or interview process, please inform us.

IMMIGRATION AND CONTROL ACT REQUIREMENT

An applicant, if not a current employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility.

DISCLOSURE STATEMENT AND BACKGROUND CHECK

Pursuant to RCW 43.43834, an applicant will be required to complete a disclosure form in writing and signed by the applicant and sworn under penalty of perjury. This disclosure shall specify, in accordance with the definitions found in RCW 43.43.830, all crimes against children or other persons and all crimes relating to financial exploitation in which the victim was a vulnerable adult. In addition, the district may request from the Washington State Patrol an applicant's record for convictions of offenses against children or other persons and convictions of crimes relating to financial exploitation as described in RCW 43.43.832.

NON-DISCRIMINATION STATEMENT

The Davenport School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The Davenport School District complies with all Title IX/RCW 28A.640 and Section 504 requirements and does not discriminate against any protected class as defined by state and federal regulations.

The Affirmative Action Plan is on file with and available for review from building administrators and the Administration Office, 801 7th St., Davenport, WA. Copies are available upon request. Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Davenport Schools should contact the district office.

Questions and complaints of alleged discrimination should be directed to:

Civil Rights Compliance Coordinator/Title IX Coordinator
Mr. Chad Prewitt, Superintendent
801 7th Street, Davenport, WA 99122
509.725.1481 cprewitt@davenportsd.org

Section 504 Coordinator
Ms. Alison Hawley, School Counselor
601 Washington Street, Davenport, WA 99122
509.725.1261 ahalwey@davenportsd.org