We are pleased to announce that we are seeking qualified applicants for the position of
REGIONAL SCHOOL SAFETY SPECIALIST

POSITION(S): 1
Regional School Safety Specialist
20 hr/wk, flexible days and hours, 250 days (prorated for remainder of 2014-15)

LOCATION: Redmond Education Center

START DATE: November 1, 2014

SALARY RANGE: As established by bargaining agreement, Classified Wage Schedule, no less than $21.50/hr
Benefits include pro-rated family insurance package, sick leave and paid holidays

QUALIFICATIONS:

Please see attached job description for qualifications and responsibilities.

APPLICATION PERIOD:
Closes 5:00pm, Friday, September 19, 2014

CONTACT: DIRECT YOUR INQUIRIES REGARDING THIS POSITION TO
John Rexford, 541.693.5600 or Julianne Repman, 541.355.1010

A COMPLETE APPLICATION INCLUDES
• Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
• Current résumé
• Completed application form (may be downloaded from HDES website [www.hdesd.org](http://www.hdesd.org))
• Three (3) professional letters of recommendation

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO
Human Resources Specialist
High Desert ESD
145 SE Salmon Ave.
Redmond Oregon 97756
Fax 541.693.5601
kristen.johns@hdesd.org

If you currently hold a regular position with HDES, you may apply by submitting a cover letter, an up-to-date resume including your current position, and
an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal
and state statutes that prohibit discrimination on the basis of race, color, national origin, religion,
sex, age, disability or marital status. If you have a disability and need an alternate format in order
to complete the employment process, you may call Human Resources at (541) 693-5600. Please
leave a message describing the alternate format needed. The ESD is committed to maintaining a
drug-free workplace and strictly complies with drug testing policy. Employment with HDES
requires employee’s wages be paid via direct deposit to a bank account or paycard.

APPROVED: 9/5/14

DIRECTOR OF HUMAN RESOURCES
C14-15/119
REGIONAL SCHOOL SAFETY SPECIALIST

**Definition**
Under the direction of the Director of Regional School Safety, the Regional School Safety Specialist performs a diverse range of duties including: school safety specialist; liaison with emergency responders, mental health professionals, district attorney’s office personnel and school resource officers; and community liaison and problem solver. The Regional School Safety Specialist links school districts with public agencies to discuss and enhance policies and procedures that promote and ensure safety for students, teachers, and staff in Crook and Deschutes counties.

**Minimum Qualifications**

**Knowledge of:**

1. Principles and procedures related to public and school safety management, emergency management and response practices, school safety analysis techniques, observations and safety inspections.
2. Current research on effective strategies for increasing school safety.
3. Community resources such as emergency responders, mental health services, substance abuse assessment and treatment providers, child protective services, runaway shelters, domestic violence services, and family counseling agencies.
4. State, federal and local codes related to risk management, fire, life and safety issues.
6. Proficient use of Microsoft Excel, PowerPoint and Word programs.

**Ability to:**

1. Communicate, learn, teach, research and use technology.
2. Prepare professional reports, charts and training programs.
3. Perform duties using a computer and spreadsheets.
4. Prepare complex, technical reports and correspondence.
6. Independently plan and effectively fulfill responsibilities of assigned area of work.
7. Interpret and explain policies, practices, laws, codes and procedures.
8. Provide training to employees and administrators in emergency and safety programs.
9. Represent the district at public and legal hearings.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training**
Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

**Experience:**

Five or more years of progressively more responsible public safety, safety coordination or management experience, preferably in public entities or schools.

Preferred successful law enforcement experience, particularly as a school resource officer.

**Training:**

Bachelor’s degree or equivalent with major course work in public safety, criminal justice, environmental health, risk management, or a related field.

Preferred certification in safety or risk such as FEMA Multi-hazard Emergency Planning for Schools, National Incident Management System (NIMS), or Incident Command System (ICS).
Performance Responsibilities

1. Communicate regularly and appropriately through the use of email and other forms of communicative media.
2. Participate in a monthly meeting of stakeholders for the Safe School Alliance (SSA).
3. Provide a written recommendations to each school district for Safe School Alliance recommended protocols and practices.
4. Maintain Safe School Alliance website content and written materials as updates are needed.
5. Review and update Safe School Alliance protocols as recommended by SSA participants.
6. Work collaboratively with all schools and personnel to implement safety and risk initiatives.
8. Development of training for emergency preparedness and school crisis response plans
9. Assist schools in implementing research-based safety and emergency management strategies.
10. Assist school districts in implementing effective discipline policies.
11. Facilitate the communications between the school and emergency responders.
13. Create and conduct safety trainings and materials.
14. Review and analyze federal, state and local regulations to support school district compliance with safety programs.
15. Evaluate effectiveness of safety programs and modifies programs to increase effectiveness.
16. Respond to and participate in any regional school crisis response as deemed necessary by the affected school district Superintendent and incident commander.
17. Collaborate with and supports School Resource Officers assigned to area schools by their respective agencies.
18. Serve as a liaison between the regional school safety office and emergency response agencies.
19. Maintain regular and consistent attendance and punctuality.
20. Perform related duties consistent with job description and assignment.

Work Environment:

This job is performed in a variety of settings including in the schools, facilities, vehicles, grounds and streets. There is routine exposure to all weather elements including heat, cold, rain, snow and ice. There is occasional exposure to noise, vibration and potentially hazardous chemicals, environments and physical hazards.

There is a high level of contact with school district personnel and outside agencies and the community.

Physical Requirements:

1. This job is highly mobile and is performed in a variety of environments in the schools and other school district property.
2. Access to reliable transportation and consistent attendance is required.
3. Ability to visit all sites and environments to perform assessments and inspections.
4. Frequent reaching, handling, fingering, walking, climbing, stooping, kneeling, crouching and crawling.
5. Occasional climbing, grasping, lifting and carrying. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period.
6. Hearing and speech to communicate in person or over the telephone.
7. Vision: Frequent near and far acuity, depth perception, focal length change, color vision, peripheral vision and read printed and electronic materials.

Terms of Employment  A contract renewable annually by the Board of Directors, under the terms and conditions of the statutes and administrative rules of the State of Oregon, conditioned upon successful evaluations.