

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT
ROBERT W. RUNCIE
SUPERINTENDENT OF SCHOOLS

July 17, 2019

TO: School Board Members

FROM: Alan Strauss *AS*
Chief Human Resources & Equity Officer

VIA: Robert W. Runcie *Robert Runcie*
Superintendent of Schools *jr*

SUBJECT: **Revision to Item # CC-6, Proposed New Job Description for the Trainer - Safety, Security & Emergency Preparedness, for the July 23, 2019 Regular School Board Meeting**

Attached is a revision for Item # CC-6, Proposed New Job Description for the Trainer - Safety, Security & Emergency Preparedness, for the July 23, 2019 Regular School Board Meeting.

On Page 2 of the job description, under section titled Special Requirements, the following text has been moved to section titled Essential Performance Responsibilities. For consistency of formatting, the text has been revised and bulleted under the section titled Essential Performance Responsibilities. Text is as follows:

Incumbent shall be subject to specialized training, background reviews and confidentiality and compliance requirements as outlined by the Chief - Safety, Security, & Emergency Preparedness and other agency user agreements so as to fulfill the duties of the position. The incumbent is considered to be "essential personnel" subject to being held over or called back to a District work location or alternate site at all times. Incumbent may be assigned to the other operational support venues as deemed necessary by department leadership. Position shall be exposed to confidential, restricted and highly sensitive information requiring the utmost discretion and compliance with all administrative rules, directives, policies, procedures, regulations and statutes governing its distribution. The position requires compliance with all District policies, regulations and statutes relating to privacy including the Family Educational Rights and Privacy Act (FERPA).

RWR/AS:im
Attachments

c: Senior Leadership Team



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Trainer – Safety, Security & Emergency Preparedness
JOB CODE: New
CLASSIFICATION: Exempt
PAY GRADE: 22
BARGAINING UNIT: BTU-TSP
REPORTS TO: Executive Director, Enterprise Risk and Emergency Preparedness
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Develop and facilitate safety, security & emergency preparedness training courses designed to inform Broward County Public Schools employees of important life-safety information, skills and techniques. Contribute to the development of live, web-based, video and train-the-trainer programs for personnel in alignment with the strategic vision for the Safety, Security & Emergency Preparedness Division.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Trainer – Safety, Security & Emergency Preparedness shall carry out the essential performance responsibilities listed below.

- Support the development, implementation and evaluation of effective curriculum and instructional materials for safety, security & emergency preparedness courses for district personnel.
- Provide guidance for all levels and types of training needed by role; identify training resources, direct the scheduling, execution and evaluation of training and exercises.
- Deliver emergency and disaster preparedness training to professional audiences through lecture, facilitation, and hands-on exercises at various training locations.
- Maintain proficiency in the leveraging of technology to increase training productivity and effectiveness.
- Participate in district planning to ensure quality and consistency in the development and implementation of assigned curriculum, programs and related procedures.
- Evaluate the effectiveness of training by monitoring stakeholder feedback and performance, using data collection and analysis systems.
- Provide support for the development of safety, security & emergency preparedness training documentation and the delivery of the relevant content through training.
- Remain abreast of developing training trends and techniques.
- Employ a variety of instructional methods to educate and inform staff of safety, security and emergency preparedness measures, including in-person, self-study and virtual.
- Recommend and assist in the implementation of actions necessary to ensure effective integration of training resources, requirements, concepts and standards.
- Participate in specialized training, background reviews, and fulfill confidentiality and compliance requirements as outlined by the Chief – Safety, Security and Emergency Preparedness and other agency user agreements.
- Serve as “essential personnel” subject to being held over or called back to a District work location or alternate site at all times.
- Assist other operational support venues as deemed necessary by department leadership.
- Exercise discretion when handling confidential, restricted and highly sensitive information. Comply with all administrative rules, directives, policies, procedures, regulations and statutes governing the distribution of confidential information.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.

- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisors, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- A minimum of three (3) years, within the last five (5) years, of experience as an instructor, risk educator, safety trainer, police academy trainer or other relevant role.
- Prior experience developing multimedia presentations such as PowerPoint, online/web courses and training videos.
- Advanced verbal, written and interpersonal communication skills.
- Computer skills as required for the position.

SPECIAL REQUIREMENTS

~~Incumbent shall be subject to specialized training, background reviews and confidentiality and compliance requirements as outlined by the Chief – Safety, Security, & Emergency Preparedness and other agency user agreements so as to fulfill the duties of the position. The incumbent is considered to be “essential personnel” subject to being held over or called back to a District work location or alternate site at all times. Incumbent may be assigned to the other operational support venues as deemed necessary by department leadership. Position shall be exposed to confidential, restricted and highly sensitive information requiring the utmost discretion and compliance with all administrative rules, directives, policies, procedures, regulations and statutes governing its distribution. The position requires compliance with all District policies, regulations and statutes relating to privacy including the Family Educational Rights and Privacy Act (FERPA).~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited educational institution in a related field of study.
- Advanced, formal training in safety, security, law enforcement, emergency management, homeland security, instructional or lesson plan development.
- Training certifications in safety, security, law enforcement, emergency management, homeland security, instructional or lesson plan development.
- In-depth knowledge of adult education learning principles and techniques, curriculum development, and effective application of instructional design methods that improve instructional effectiveness and delivery.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequently interacts with district staff, public safety personnel and school employees within different departments. Regularly meets with District and school administrators, safety and security personnel, law enforcement and other governmental agencies on the federal, state, and local levels.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved:

Board Adopted: