

JOB TITLE	DEPARTMENT	REPORTS TO
Threat Management Coordinator	Division of ESE & Student Services	Executive Director of ESE & Student Services

Position No: 61408	Length of Work Year: 12 Months
Salary Schedule: AD11	Date Approved: 4/16/24
FSLA: Exempt	Date Revised:

JOB GOAL
The Threat Management Coordinator is responsible for leading the implementation of the district's threat management system.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's degree from an accredited educational institution. 2. Certified in Administration and Supervision, Educational Leadership or School Principal and (3) years administrative experience. <p style="text-align: center;">OR</p> <p>Florida Department of Education certification/Department of Health Licensure under Chapter 490 or Chapter 491 as a School Social Worker, School Psychologist, School Counselor, or Mental Health Counselor and (3) years educational administrative and/or supervisory experience.</p> <ol style="list-style-type: none"> 3. Minimum of (5) years related professional experience. 4. Knowledge of case management and data collection tools. 5. Ability to analyze problems and develop effective solutions as part of a team. 6. Ability to perform functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Leads district threat management team and processes. 2. Leads the implementation and coordination of the behavioral threat assessment tracking system training program for District employees and law enforcement. 3. Oversees monitoring of threat management team recommendations. 4. Coordinates with student services team to deliver mental health services based upon student need. 5. Locate and accurately review all documentation and track cases for each student referred to school threat assessment teams to determine the events and identify individuals associated with the case. 6. Maintain an accurate and current tracking system to facilitate case management and tracking of each student referred to school threat management teams. 7. Coordinate appropriate notifications when approaching critical due dates to help ensure timeliness for each student referred to school threat management teams. 8. Collaborates with school safety, law enforcement, and outside agencies applicable to threat case management. 9. Provides training and support to school-based threat management teams, including charter schools. 10. Prepares all required reports and maintains all appropriate records. 11. Maintains current knowledge and updates regarding applicable rules, policies, procedures, contracts, State and Federal laws, codes, and regulations. 12. Conducts training on Threat Management for faculty, staff, parents, and community. 13. Coordinates, conducts, or participates in a variety of meetings, staff development, committees, trainings, workshops, and/or conferences. 14. Represents the School District at local, regional, state, and community meetings.

15. Assesses impact of legislation, state board rule and policy as it related to mental health, safety, and alternative placements.
16. Serves on district, state, and community councils or committees.
17. Develops and monitors program processes and services based on the needs of students, teachers, administrators, families, and community.
18. Keeps informed and disseminates information about current research, trends, and best practices in areas of responsibility.

PHYSICAL DEMAND CLASS:

Light(L)-Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.