



**Job Description**  
Revised/Updated Date: March 2020

Job Title: **Threat Assessment Coordinator**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Typical Work Year: **12 months**

Job Code: **3150**  
 FLSA Status: **Ex - A**  
 Pay Range: **L 08**

**SUMMARY:** Ensure the safety of students, staff and visitors in schools throughout the district. Review, refine, modify and implement the threat assessment process in Adams 12 Five Star Schools. Facilitate the appropriate exchange of safety information regarding students who are enrolled and attending Adams 12 Five Star Schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate district threat assessment services and lead members of the District Level Threat Assessment Team. Prioritize and manage the students of the highest concern who have participated in the threat assessment process and require additional follow up including intervention and coordination of services in the student’s home, school, and community to ensure a safe and secure learning environment for students and staff. Document the student’s progression, outcomes and any additional recommended clinical services that the student and family may require.	D	40%
2. Participate in school threat assessments to ensure consistent application of the current threat assessment instrument and appropriate collection of information for Information Vortex. Advise district and school leaders on threat assessment practices and provide consultation and assistance as requested regarding threat assessment. Position will provide training, problem-solving, and technical assistance to schools and other stakeholders regarding best practices, strategies for evaluation, and data collection of threats to the district.	D	20%
3. Works with Business Services (emergency preparedness) and Learning Services (Intervention Services and Crisis Response) staff to develop and implement on-going, coordinated professional training and development program for all stakeholders on all safety and security programs impacting the students and staff of Adams 12 Five Star Schools.	D	20%
4. Train and update all levels of school personnel and partner agencies on district safety, security, threat assessment policies, and juvenile justice policies. Notify schools and partner agencies on policy updates and decisions as they relate to the safety and security of students and staff of Adams 12 Five Star Schools.	D	15%
5. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in Education, Psychology, Counseling, or related field. Master’s degree preferred.
- Minimum of 3 years’ experience in school safety, school counseling or school mental health.
- Criminal background check required for hire.
- Valid Colorado driver’s license (we can only require this, if job required driving of district vehicles) otherwise, we can use the following sentence if applicable.
- Ability to frequently travel among district facilities.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of threat assessment, crisis response, and training.
- Must be self-directed and possess the ability to work independently. A fair amount of time will be spent updating the process and training district and school staff.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.

- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- English language skills.
- Interpersonal relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- None required.
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Google platform.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Security Services Director	5083

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		x		
Walk			x	
Sit			x	
Use hands to finger, handle or feel	x			
Reach with hands and arms	x			
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare		x		
Analyze		x		
Communicate		x		
Copy		x		
Coordinate		x		
Instruct			x	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compute			x	
Synthesize		x		
Evaluate			x	
Interpersonal Skills			x	
Compile			x	
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		x		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	x
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	