

<b>THREAT ASSESSMENT ADMINISTRATOR</b>
<b>REPORTS TO:</b> Associate Superintendent of Operational Services
<b>SUPERVISES:</b> Student Services Staff Instructional Staff Support Staff
<b>QUALIFICATIONS:</b> Master’s Degree with certification in administration or supervision and three (3) years school-based administrative experience or Florida Department of Education certification as a School Social Worker, School Psychologist, or School Counselor and/ or Department of Health Licensure under Chapter 490 or Chapter 491 and three (3) years educational administrative and/or supervisory experience. Five (5) years related professional experience.
<b>MAJOR FUNCTION</b>
The director is responsible for overseeing the district’s threat assessment procedures and to participate in all district-level threat assessments. Additional responsibilities include coordinating and attending all follow-up meetings and coordinating with student services staff to provide mental health services to those students who require them. Those responsibilities include developing processes and criteria for various settings and communicating those to all affected stakeholders.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Leads and manages district threat assessment team and processes.</li> <li>• Oversees monitoring of threat assessment team recommendations.</li> <li>• Coordinate with student services team to deliver mental health services based upon student need.</li> <li>• Provide training and support to school based threat assessment teams</li> <li>• Prepares all required reports and maintains all appropriate records.</li> <li>• Maintains current knowledge and updates regarding applicable rules, policies, procedures, contracts, State and Federal laws, codes, and regulations.</li> <li>• Conducts professional development training for faculty, staff, parents, and community as directed.</li> <li>• Coordinates, conducts, or participates in a variety of meetings, staff development, committees, trainings, workshops, and/or conferences.</li> <li>• Represents the School District at local, regional, state, and community meetings.</li> <li>• Assesses impact of legislation, state board rule and policy as it related to mental health, safety, and alternative placements.</li> <li>• Serve on district, state, and community councils or committees as assigned or appropriate.</li> <li>• Solicits and listens to customer input from staff, schools, parents and community.</li> <li>• Develops and monitors program processes and services based on needs of students, teachers, administrators, families, businesses and community.</li> <li>• Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.</li> <li>• Acts in professional and ethical manner and adheres at all times to the Professional Code of Ethics.</li> <li>• Performs other related duties, as required.</li> </ul>

**THREAT ASSESSMENT ADMINISTRATOR**

**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 established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 05/15/19 LM; BOARD APPROVED: 07/16/19

**THREAT ASSESSMENT ADMINISTRATOR**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Threat Assessment Administrator - ADM