



Job Description

Job Title: Executive Director, Crisis Planning, Prevention
& Response

Supervisor: Superintendent

Position Code:

Pay Grade: 53

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for directing and managing all school division operations related to crisis prevention and environmental risk management.

Essential Duties

1. Develops, implements, and oversees an effective crisis prevention and emergency management plan to include crisis and environmental risk preparation, prevention, response and recovery.
2. Ensures that the school division maintains a safe and healthful place to learn, work and visit and complies with applicable federal, state, and local codes and regulations.
3. Track new and pending safety, health, and environmental legislation, and set strategy for school division compliance.
4. Ensure all division facilities are regularly inspected to identify hazards and recommend corrective action.
5. Collect, evaluate, and maintain data concerning employee injuries, claims, workers' compensation, and other risk-related data.
6. Investigate and analyze root causes, patterns, or trends that could result in compensatory or sentinel events.
7. Responds to school division emergencies and works in direct partnership with Newport News Police, Fire and the city emergency management team.
8. Develops and maintains relationships with City of Newport News Police & Fire and other jurisdiction crisis teams to facilitate the development, planning, coordination and best practices of crisis and emergency response plans.
9. Designs and directs the advisement, training and advocacy of division-wide crisis prevention and disaster preparedness to all school division personnel, parents, and community groups.
10. Regularly evaluates and tests division safety, crisis prevention and environmental risk management plans and policies and makes recommendations to division leadership, Superintendent and School Board.
11. Attends meetings, conferences and workshops related to safety, crisis prevention and environmental risk management to stay abreast of updates and new information.
12. Prepares and presents oral reports, presentations and training to Superintendent, School Board, division personnel and community groups relative to safety, crisis prevention and environmental risk management.
13. Keeps school division leadership, Superintendent and School Board abreast on district-wide matters related to crisis prevention and environmental risk management.
14. Conducts investigations and after action reviews, as directed by division leadership, Superintendent or the School Board.
15. Actively participate in or facilitate committees related to risk management, safety, and discipline expertise. Serves on task forces and special projects as needed and assigned.
16. Perform related work, as required.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Superintendent or other appropriate administrators.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the

essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Bachelor's degree and a minimum of 10 years of training or any equivalent combination of education and experience. Preferred background in military, law enforcement, emergency management and/or administrative-level experience in safety, crisis prevention/investigation and/or environmental risk management. Considerable knowledge of the principles and practices of school safety. Must have a thorough knowledge of the school division's strategic plan, procedures, and organization; ability to demonstrate, deliver and articulate oral presentations and written communication; ability to demonstrate excellent oral and written communication skills; ability to establish and maintain effective working relationships with school officials, administrators, community partners and the public.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: None

Supervision Received: Superintendent

This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of Crisis Prevention and Environmental Risk Management will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

08/2025