



CIVIL DIVISION
CLASS SPECIFICATION

SCHOOL EMERGENCY
PLANNING COORDINATOR

DATE ADOPTED: 2/10/2026

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting the school safety and security administrator in the implementation and oversight of emergency planning, preparedness programs, and safety initiatives for participating school districts. The incumbent informs districts of regulatory changes and conducts workshops and training programs to support compliance with emergency laws and regulations. This position differs from the School Emergency Planning Technician in terms of the complexity, impact of the emergency planning and preparedness program and the degree of accountability. Work is performed under the direct supervision of a higher-level administrator with leeway for exercising independent judgment in carrying out the details of the program. Supervision is exercised over the school emergency planning technicians.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower-level support titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists the school safety and security administrator with implementing emergency planning programs for participating school districts;
2. Serves as a liaison between schools, law enforcement and other first responders regarding emergency response coordination, security improvements and incident support;
3. Conducts workshops, drills, presentations and guided discussions to keep participating school districts current with emergency management laws, regulations, and Homeland Security requirements;
4. Performs threat assessments, site evaluations, and inspects buildings to identify safety and security vulnerabilities including providing initial and refresher incident command instruction;
5. Provides and coordinates training and informational programs for school staff, students, parents and community groups in collaboration with emergency response agencies;
6. Hosts periodic meetings with school security coordinators, first responders and other stakeholders to coordinate planning and share best practices;
7. Prepares and maintains documentation/reports to ensure compliance with emergency laws and regulations after drills, incidents and emergency events;
8. Assists school districts in collecting and organizing critical resource information from manufacturers, vendors, and partner agencies for use during emergencies;
9. Supervises and provides guidance to the school emergency planning technicians.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of emergency management principles and statutory and regulatory requirements relating to emergency planning in schools; good knowledge of multi-hazard emergency approaches and Homeland Security issues; ability to interpret and apply federal, state and local emergency planning laws; ability to conduct threat assessments, hazard analyses, and site evaluations; ability to direct, supervise, train and evaluate staff; ability to prepare reports and maintain records; ability to collaborate effectively with school officials, emergency responders, and community partners; ability to communicate effectively, both orally and in writing; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

- EITHER (A) Bachelor's degree and two (2) years of full-time paid work experience in school safety and security, emergency management*, or law enforcement, one (1) year of which was in a supervisory capacity;
- OR (B) Associate's degree or completion of sixty (60) college credits and four (4) years of full-time paid work experience as described in (A) above, one (1) year of which was in a supervisory capacity;
- OR (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid work experience as described in (A) above, one (1) year of which was in a supervisory capacity;
- OR (D) An equivalent combination of training and experience as described within the limits of (A), (B) and (C) above.

*Emergency management includes emergency planning, coordination, incident response, training and exercises, risk assessment, and interagency collaboration including school emergency response.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application, and to maintain the position.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: