



We are pleased to announce that we are seeking qualified applicants for the position of  
**THREAT ASSESSMENT CONSULTANT**

**POSITION(S):** 3 **Threat Assessment Consultant**  
**18 hr/wk, Tue-Fri, 210 days per year**

**LOCATION:** **Bend**

**START DATE:** August 27, 2018

**SALARY RANGE:** As established by bargaining agreement, Classified Wage Schedule, no less than \$21.23/hr  
Benefits include sick leave and paid holidays

**QUALIFICATIONS:** **DEFINITION**

The Threat Assessment Consultant manages all aspects of threat assessment including: training, monitoring program quality, goal setting, data collection and analysis, promoting program services, threat assessments, and serving as a central point of contact. Participates on relevant multidisciplinary and multiagency teams that address student safety issues: suicide prevention, assessment and management of student threat.

**QUALIFICATIONS**

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.

**Education and/or Experience:** Bachelor's degree (B.A.) or equivalent with course work in security, emergency response, personal safety, public administration, criminal justice or a related field; or four or more years' related experience and/or training; or equivalent combination of education and experience.

Please see attached job description for additional qualifications and responsibilities.

**APPLICATION PERIOD:** Open until filled

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Misty Groom, 541.355.1012, [misty.groom@hdesd.org](mailto:misty.groom@hdesd.org)

**A COMPLETE APPLICATION INCLUDES**

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES D website [www.hdesd.org](http://www.hdesd.org))
- Three (3) professional letters of recommendation

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**

Kristen Johns, Human Resources Specialist  
High Desert ESD  
2804 SW Sixth Street  
Redmond Oregon 97756  
Fax 541.693.5601  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDES D, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES D requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED:	6/15/18
<b>DIRECTOR OF HUMAN RESOURCES</b> <b>Posting # C18-19/108</b>	

# **THREAT ASSESSMENT CONSULTANT**

**Definition** The Threat Assessment Consultant manages all aspects of threat assessment including: training, monitoring program quality, goal setting, data collection and analysis, promoting program services, threat assessments, and serving as a central point of contact. Participates on relevant multidisciplinary and multiagency teams that address student safety issues: suicide prevention, assessment and management of student threat.

**Qualifications** 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.

**Education and/or Experience:** Bachelor's degree (B.A.) or equivalent with course work in security, emergency response, personal safety, public administration, criminal justice or a related field; or four or more years' related experience and/or training; or equivalent combination of education and experience.

**Interpersonal Skills:** Works well with others. Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and contributes to building a positive team spirit.

**Language Skills:** Ability to communicate verbally and in writing fluently in English. Preferred ability to communicate fluently in Spanish. Ability to respond verbally and in writing effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Superintendent or school board members. Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to write speeches and articles for publication that conform to prescribed style and format.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages ratios and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:** General knowledge of computer usage and ability to use e-mail, internet software, spreadsheets and word processing software.

Ability to perform significant reaching, bending, stooping, crouching and lifting is required. Must have access to reliable transportation, as position requires extensive travel, and consistent attendance is required.

**Classification** Classified

**Reports to** High Desert Student Threat Assessment Coordinator

## **Performance Responsibilities**

### **Planning and Preparation:**

1. Plans, organizes and schedules appropriate meetings.
2. Collaborates and consults with administration, parents, teachers, counselors and other school staff.
3. Prepares and utilizes materials and equipment effectively to conduct trainings and assessments.

### **Implementation:**

1. Provides effective training and consultation to school level screening teams regarding threats of violence, situation management and students of concern.
2. Facilitates multi-agency investigative teams
3. Conducts threat assessments with other members of the investigative team.
4. Prepares a clear written summary of findings and recommendations.
5. Assists schools in effective threat management, safety planning and resource development.
6. Serves as a member of the regional Student Threat Assessment Team and attends multi-agency staffings.
7. Provides information to staff, parents and community members regarding the threat assessment and management process.
8. Uses and manages time effectively.

### **Safety Requirements and Training**

1. Required participation in pre-service training to be determined by supervisors at each facility.
2. Compliance with all safety rules, protocols, and procedures established at each specific work site
3. Completion of mandatory written reports after a safety or security incident.
4. Responsibility to communicate all safety related incidents and concerns to supervisor and other responsible individuals at each work site.

### **Assessment and Use of Assessment Information:**

1. Uses multi-agency team assessment to determine risk level and make appropriate short and long term management recommendations.
2. Writes assessment summaries and recommendations.

**Communication:**

1. Participates collaboratively on the threat assessment team to determine level of risk and management recommendations.
2. Communicates clearly and effectively in a variety of situations, including difficult ones, with agency staff, district staff and the public.
3. Maintains open communication to keep districts and partners informed.
4. Provides information and inservice training to staff, parents and community.

**Professional Leadership and Conduct:**

1. Identifies professional strengths and limitations and sets and meets performance goals.
2. Creates a positive work environment by:
  - a. Tolerating others' points of view
  - b. Soliciting input from others
  - c. Resolving conflict at the lowest level possible
  - d. Responding effectively to crisis situations
3. Follows High Desert ESD procedures, especially as outlined in the Staff Handbook, and assists support staff to do the same.
4. Works closely with peers to strengthen departmental teaming in order to accomplish common goals.
5. Demonstrates ability to carry out assigned responsibilities without continuous on-site supervision.
6. Organizes and provides presentations/trainings to students, schools and community agencies.
7. Attends ESD staff meetings and grant meetings.

**Terms of Employment:** Salary, benefits and vacation are established by policy and the collective bargaining agreement.

**Evaluation** High Desert Student Threat Assessment Coordinator (or assigned designee)