

Program Specialist for Safe2HelpNE

The School Safety Team with Nebraska Department of Education (NDE) is seeking a part-time contracted Program Specialist position through September 30, 2023. The hybrid position will work remotely with periodic collaboration and meetings with the Boys Town/Safe2HelpNE liaison 20 hours a week. The hours will occur Monday through Friday between 9 a.m. and 4 p.m. The pay scale (\$20 to \$30 an hour) for this position will be dependent upon experience & qualifications.

The person in this position will establish and maintain positive working relationships with schools, Boys Town Safe2HelpNE, and other external stakeholders with NDE.

Job functions include but are not limited to:

- Maintaining technical support with databases, registration processes, school contacts, Threat Assessment Teams, training attendances, surveys, and other support services with the NDE School Safety Team.
- Program Specialist will coordinate operations, plan trainings, and activities according to LB322 and EOP grant compliances and expectations.
- Assist Safety Team Instructor(s) in Virtual/Zoom/TEAMS or in-person trainings.

There will be occasional work time spent traveling to schools, educational service units, meetings, and conferences.

The ideal person is a self-motivated, project manager with a proficiency in computer systems, and a team partner with internal and external personnel.