

## Program Specialist

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 and in an office atmosphere 20 hours a week. The hours will occur Monday through Friday between 9 a.m. and 4 p.m. The pay scale (\$20 to \$26 an hour) for this position will be dependent upon knowledge, qualifications, and emergency operation planning experience.

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

Job functions include but are not limited to:

- Provides subject matter, training, and technical assistance on proven practices for developing, enhancing, and implementing school emergency operations plans.
- Knowledge and/or training in National Incident Management System (NIMS) and the Incident Command System (ICS).
- Coordinates operations, plan trainings, and activities according to grant compliances and expectations.
- Provides information to clients, service providers, and general public to increase awareness of program.
- Plans and promotes special events related to program.
- Assist the Safety Team Instructor(s) in Virtual/Zoom/TEAMS or in-person trainings.
- Knowledge of social media and how to post information on Facebook, Twitter, and Instagram.
- Maintaining technical support with databases, registration processes, school contacts, training attendances, surveys, and other support services with the school safety team.

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 grant compliance - expectations, technical support systems, and understanding the mission of the NDE and School Safety.