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**BAY DISTRICT SCHOOLS**

**DEPARTMENT OF HUMAN RESOURCES**

**JOB DESCRIPTION**

**TITLE: DIRECTOR of Recovery and fema liaison**

**QUALIFICATIONS:**

1. Master’s degree through an accredited institution.
2. Three (3) years successful experience as a school-based administrator, preferred.

**PHYSICAL REQUIREMENTS:** Light

* Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.
* Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.
* Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects**.**

**REPORTS TO:** As assigned by Bay District Organizational Structure

**SUPERVISES:** As assigned by Bay District Organizational Structure

**PERFORMANCE RESPONSIBILITIES:**

1. Serves as District liaison to Federal Emergency Management Agency (FEMA) in the recovery efforts for the school district.
2. Reviews guidelines and stay abreast of new developments issued by FEMA regarding protocols, procedures and best practices.
3. Works with FEMA representatives to facilitate reimbursement for disaster-related damage into projects for the District in areas including facility mitigation and contents.
4. Coordinates documentation of damages to District owned facilities.
5. Assists with Sheltering Operation management as necessary during local State of Emergency periods.
6. Establishes and maintains relationships with surrounding municipalities through community partnerships as needed to manage the recovery process.
7. Assists the Facilities Department as needed in activities related to recovery including invoice tracking and documentation, meeting with outside contractors and service providers, etc.
8. Prepares, recommends and administers budgets for the area of assigned responsibility on organizational chart.
9. Responds to and assists with emergency situations as appropriate.
10. Attends professional development as necessary to enhance job knowledge and skills.
11. Assists with the preparation of School Board agenda items including associated data, documentation, and recommendations.
12. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

1. Successful completion of state and federal background check is required for employment.
2. Twelve (12) months. Paygrade is established by the School Board in current Salary Schedule 2.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.

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 Reviewed by Dept. of Human Resources Adopted by Bay District School Board

**Bay District Schools is an Equal Opportunity Employer**