

**Killeen Independent School District  
Job Description**

**Job Title:** Threat Assessment Specialist/Investigator  
**Department:** School Safety  
**Reports To:** Director for School Safety

**SUMMARY**

Assists the Director for Investigations and School Safety in the development, implementation, and support of the district level and campus level threat assessment program. This includes monitoring threat assessment and crisis response activities as well as collaborating with district threat assessment team members. Assists with investigative matters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Assists with developing policies and procedures regarding the threat assessment process and protocols.

Assists in developing and implementing in-person, virtual, on-going, coordinated professional training for campus threat assessment teams and staff, providing policy, protocol updates, and services provided through the Texas Education Agency, the Texas School Safety Center, and the district, related to threat assessment and crisis response.

Serves as a member of the district's Threat Assessment team.

Responds to and triages digital threats, through the district's threat reporting system, by following threat assessment and crisis response protocols.

Cultivates relationships with campuses to provide support and technical assistance, follow legislative and district threat assessment policies, ensuring consistent application of the threat assessment process and appropriate collection of information.

Prioritizes and manages or assists in the management of students of the highest concern who have participated in the threat assessment process and require additional follow-up, including the coordination of intervention and support services in the student's home, school, and community to ensure a safe and secure learning environment for students and staff.

Works in conjunction with campuses to document the student's progression, outcomes, and any additional recommended mental health services that the student and family may require.

Provides immediate crisis response at the location of the event, on a campus and/or district facility, as needed.

Assists in coordinating response activities and continued strategic support in partnership with campus/district administration.

Coordinates with external partners to present information to district leadership, as requested.

Provides an exceptional customer service experience for all KISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable and safe outcomes.

Maintains confidentiality and complies with FERPA and HIPAA regulations.

Assigned as needed to investigate reports of misconduct and/or prohibited conduct involving district professional, exempt or non-exempt employees.

Investigates allegations of dereliction of duty involving district employees.

Resolves complaints, issues, and concerns at the lowest administrative level possible per district policies and procedures.

Conducts investigations in a timely manner and notifies supervisor of the investigation results.

Conducts interviews with respect to privacy of the complainant and ensures confidentiality to the greatest extent possible.

Uses appropriate and acceptable standards/methods of investigative practices to complete a thorough investigation.

Compiles relevant documents, and formulates the official investigative case report, and provides information to appropriate personnel.

Perform other duties as assigned.

### **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.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree and five years of experience in related field.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals and protocols. Ability to effectively present information and respond to questions from administrators, principals, and staff.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting; occasional standing and walking.

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching.

**Lifting:** Occasional light lifting and carrying (less than 15 pounds).

**Environment:** Occasional prolonged and irregular hours, on-call and after-hours work, districtwide travel.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

**Revised Date:** **September 1, 2022**

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.