

541.4 SAFETY COORDINATOR JOB DESCRIPTION

The Safety Coordinator works with both the instructional and non-instructional areas of the school to develop and promote well-planned safety programs for all students, staff and all others involved with the District.

QUALIFICATIONS:

A bachelor's degree and/or experience or specialized training in building/personnel safety

REPORTS TO:

District Administrator

PREFORMANCE RESPONSIBILITIES:

- Provide the leadership and direction to develop, implement, and oversee a sound District safety program
- Organize and direct a School District safety committee to develop, review, and assess school safety programs and procedures; serve as a resource to the safety committee
- Provide the leadership and direction for staff in the development of safety curriculum goals and standards
- Oversee planning and implementation of in-servicing of school personnel on various safety topics
- Assist in procurement, distribution and use of safety curriculum materials and supplemental aids
- Help prepare, edit and publish safety education bulletins, guides, courses of study, pamphlets, audio/visual and other materials
- Work cooperatively with federal, state, and local agencies to insure District compliance with safety codes
- Review data from safety inspections and accident reports and insure implementation of recommendations
- Maintain a standardized record keeping system for all accidents with periodic review and follow-up
- Insure District-wide compliance with Material Safety Data Sheet (MSDS) requirements
- Assist building Principals with monthly fire drills
- Assist the Director of Finance in the development of a budget for school safety
- Act as the spokesperson for the school safety program
- Perform other duties as assigned

HUMAN RELATIONS SKILLS:

- Maintain a positive attitude and style that contributes to the overall public relations of the District

- Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students, and parents/guardians often present
- Able to maintain self-control under stressful situations and workload pressures without exhibiting negative behaviors (e.g., loss of temper, rudeness, use of foul language, etc.)
- Able to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedures exist

Approved: August 21, 1995

Revised: April 22, 2008, September 28, 2016