

Director of Safety/Hearing Board Officer
New Hanover County Schools

Job Description

Class: Administrative

Dept: Student Support Services/Operations

TITLE: Director

QUALIFICATIONS:

1. Master's degree in Administration, N.C. Administrator's Certificate or equivalent combination of education and experience.
2. Five or more years experience as a public school administrator or equivalent.
3. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Assistant Superintendent of Student Support Services

JOB GOAL: To effectively manage, direct and coordinate the responsibilities of the Safety Office and Hearing Board for New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to safety/student support service issues.
2. Act as a liaison to the Deputy Superintendent in planning, developing, coordinating and evaluating the operations of the student records, long term suspension procedures and safety matters.
3. Provide training and assistance to site based administrators and employees in matters of safety and security. Monitor issues and concerns related to Occupation Safety and Health Administration (OSHA) regulations and requirements.
4. Coordinate all activities related to the district's Crisis Management Operation; assist/advise in the development of crisis management/emergency response plans as part of each school's safety plan.
5. Facilitate the development of systems, policies, and procedures to streamline operational functions and minimize duplication of efforts and redundancies within the Student Support Services Division.

6. Direct/coordinate the periodic inspection/assessment of school facilities and grounds to determine safety and security issues.
7. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
8. Develop and maintain a public information program to keep the school system and the community informed about safety programs and related issues.
9. Maintain a district wide record keeping system for employee injuries and illnesses that occur in the workplace in collaboration with the benefits department.
10. Strive to maintain and improve professional competence. Participate in the development and support of the broad school/department vision.
11. Perform other duties and responsibilities as requested by the Deputy Superintendent.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: SA V

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved programs, services and activities related to student support/safety services.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Thorough knowledge of the established school system long-term suspension hearing process, including procedures for appeals.
- Considerable knowledge of state and local policies and procedures regarding the administration of security/school safety programs including (OSHA) Occupational Safety and Health Administration Regulations.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.