

Director of Safety/Hearing Board Officer
New Hanover County Schools

Job Description

Class: Administrative
Divisions: Student Support Services and Operations

TITLE: Director

QUALIFICATIONS:

1. Master's Degree in Administration, NC Administrator's Certificate or equivalent combination of education and experience.
2. Five or more years of 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 and student support service issues.
2. Act as a liaison to the Assistant Superintendent in planning, developing, coordinating and evaluating the operations of 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 and advise in the development of crisis management and emergency response plans as part of each school's safety plan.
5. Direct and coordinate the periodic inspection and assessment of school and central office facilities and grounds to determine safety and security issues.
6. Develop and maintain a public information program to keep the school system and the community informed about safety programs and related issues.

7. Maintain a district-wide record keeping system for employee injuries and illnesses that occur in the workplace in collaboration with the benefits and risk management departments.
8. Strive to maintain and improve professional competence. Participate in the development and support of the school system's vision.
9. Supervise and conduct personnel administration duties for direct report subordinates, including recruiting and retaining, evaluating, assigning special duties, monitoring attendance, leave and travel reports.
10. Perform other duties and responsibilities as requested by the Assistant Superintendent of Student Support Services and the Assistant Superintendent of Operations.

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, central office staff and the community at-large.
- 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 and safety services.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and Google Suite.
- 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 and 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.