

# WAUNAKEE COMMUNITY SCHOOL DISTRICT

## SAFETY COORDINATOR

### Job Description

**QUALIFICATIONS:** Hold a Wisconsin administrative license and be familiar with safety and health regulations.

**REPORTS TO:** Superintendent

#### GENERAL FUNCTIONS:

The role of the safety coordinator is a combination of administrative and coordination tasks concerned with the overall safety aspects of the school system. The safety coordinator works with both the instructional and non-instructional areas of the total safety program. The individual develops and promotes a well-planned total safety program for all students, staff and others as an integral part of the District.

The duties and responsibilities of the safety coordinator are many and varied. As a guide for establishing the position of the safety coordinator, the following representative duties and responsibilities are recommended.

#### SPECIFIC DUTIES AND RESPONSIBILITIES:

A. The safety coordinator will:

1. Assist in the development of a philosophy for the total safety program.
2. Serve as consultant in such areas as organization of instruction, research, emergency planning, and the legal aspects of safety.
3. Facilitate instruction with the safety committee and others upon request.
4. Provide rationale for and help develop and administer the budget for the total safety program.
5. Set up safety program in-service for staff.
6. Assist and advise staff members relative to safety programs, procedures, and standards for identifying, analyzing and removing hazards and evaluating emergency equipment.
7. Establish objectives of program, plan and implement activities in accordance to needs of system with assistance from safety committee.
8. Serve as safety consultant in the planning of new school facilities and in the selection of equipment.

9. Establish and maintain a standardized locator reporting and record keeping system for all accidents with periodic review and follow-up.
10. Monitor performance to determine the effectiveness of program.

B. Curriculum and Instruction  
The safety coordinator will:

1. Assist staff involved in developing curriculum goals and standards that encourage continuous safety curriculum improvement.
2. Assist in procurement, distribution and use of curriculum materials and supplemental aids to instruction from all available sources.
3. Maintain professional affiliations to be well-informed of new developments and innovations in terms of safety and education.
4. Help staff provide essential safety experiences for students.
5. Inform staff on utilization of data from inspections and accidents for prevention and as a basis for curriculum development and improvement.
6. Organize follow-up programs to implement changes where program ineffectiveness is indicated.
7. Help prepare, edit and publish safety education bulletins, guides, courses of study, pamphlets, audiovisual and other materials.
8. Create new methodologies and procedures in implementing safety in the school safety program.

C. Community  
The safety coordinator will:

1. Develop a public information program to inform all personnel in the school and community agencies of the safety program progress.
2. Encourage and coordinate the participation of interested groups and community agencies in the development of a total school and community safety program.
3. Relate the school safety program to the community through publications, consultation services, speaking engagements, special instruction and lay involvement.
4. Participate in safety organizations and offer advice.

5. Perform all other duties as may be assigned by the superintendent.

Legal Ref.: Section 121.02(1)(a) Wisconsin Statutes  
PI8.01(1)(a)+(I) Wisconsin Administrative Code

Adopted: 4/11/88

Revised: March 1994

Waunakee Community School District