

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Coordinator of Safety and Risk Management

EMPLOYEE CATEGORY: 1/Educational Support Personnel

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution with major coursework in safety or related field; or five (5) years experience in safety and security management or risk management.
- (2) Minimum of three (3) years experience in a supervisory or administrative capacity.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively both orally and in writing. Possess advance interpersonal skills. Ability to read, interpret and implement federal, state and local rules, laws and policies related to assigned areas. Ability to interpret and use data in developing plans, programs and proposals. Ability to use a computer and applicable software programs. Ability to work cooperatively as a member of a team. Ability to plan and present information to a variety of audiences.

REPORTS TO: Assistant Superintendent for Administration

JOB GOAL

To provide leadership for the direction and coordination of District safety and security to ensure a safe school and workplace environment that protects persons and property and encourages responsible and law-abiding behavior that will ensure program excellence.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Coordinate and direct services to realize maximum value from available resources.
2. Coordinate the planning, implementation and evaluation of District Safety, Risk Management and other assigned services.
3. Work with appropriate personnel in the planning and modification of educational facilities.
4. Assist with organizational analysis and development.
5. Assist with District-wide planning to relate the use of financial and human resources to District goals and objectives.
6. Assist with the preparation for and organization of lawsuits and recommend appropriate actions dispositions.
7. Supervision and development of rules, procedures and revisions to be recommended to the School Board.
8. Work with principals to determine safety needs and requirements, investigate cost and impact and make appropriate recommendations.

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Inter / Intra-agency Communication and Delivery

9. Provide information to the Assistant Superintendent for Administration as to the status of the various programs of the system.
10. Assist in interpreting the programs, philosophy and policies of the District to staffs, the community and other governmental agencies.
11. Provide oversight for safety and emergency services and coordination with other agencies as needed.
12. Maintain contact with other districts and governmental agencies regarding issues in assigned areas.

Professional Growth and Improvement

13. Assist in the development, implementation and evaluation of staff development activities and training.
14. Participate in District management meetings and other activities to enhance professional growth.
15. Promote and support professional development for self and others.
16. Select, preview, evaluate and disseminate recent and relevant professional materials.

Systemic Functions

17. Exhibit support for the District's vision, mission, goals and priorities.
18. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
19. Prepare all required reports and maintain all appropriate records.
20. Perform other incidental tasks consistent with the goals and objectives of the district and this position.

Leadership and Strategic Orientation

21. Assist in the development of short and long range District plans.
22. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
23. Anticipate potential problems and design processes and procedures to address them.
24. Perform such duties and responsibilities associated with the ADA and OSHA as they relate to assigned areas.
25. Promote cooperative relationships and coordinated efforts among assigned services to facilitate the instructional programs.

PHYSICAL REQUIREMENTS: Light Work

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

EVALUATION: Annually by the Assistant Superintendent for Administration

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: 40, Level VI 3-6b