

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

****Represents duties/responsibilities that were reassigned during the time when no business manager was employed full-time with the school district.**

PERFORMANCE RESPONSIBILITIES:

- Provide the leadership and direction to develop, implement, and oversee a sound District safety program ******(District Administrator)
- 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 ******(District Administrator)
- Provide the leadership and direction for staff in the development of safety curriculum goals and standards ******(District Administrator)
- Oversee planning and implementation of in-servicing of school personnel on various safety topics ******(District Administrator)
- Assist in procurement, distribution and use of safety curriculum materials and supplemental aids ******(District Administrator/Administrative Assistant)
- Help prepare, edit and publish safety education bulletins, guides, courses of study, pamphlets, audio/visual and other materials ******(Administrative Assistant)
- Work cooperatively with federal, state, and local agencies to insure District compliance with safety codes ******(District Administrator/Administrative Assistant)
- Review District data from safety inspections and accident reports and insure implementation of recommendations ******(District Administrator)
- Maintain a standardized record keeping system for all accidents with periodic review and follow-up ******(Head Custodian/District Administrator)
- Ensure District-wide compliance with Material Safety District data Sheet (MSDS) requirements ******(Head Custodian)
- Assist building Principals with monthly safety drills ******(Head Custodian)
- Assist the Director of Finance in the development of a budget for school safety ******(District Administrator)
- Act as the spokesperson for the school safety program ******(District Administrator)
- 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, September 20, 2023