BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

Safety Director

Purpose Statement
To manage, develop and administer effective safety and emergency management for all students and employees within the Bismarck School District. This includes managing an effective Employee Right to Know Program.

Supervisory Relationship
Reports to: Business and Operations Manager

Essential Functions
- **School-wide Safety Program:** Direct and coordinate a comprehensive school-wide safety program.
- **Safety Program Development:** Research, develop, and implement safety programs to enhance, encourage, and promote safe work rules, practices, and conditions; prevent, detect, and correct unsafe practices and conditions.
- **Regulation Compliance:** Review, interpret, and communicate company, state, and federal safety regulations to ensure understanding and compliance.
- **Safety Meetings:** Conduct safety meetings with various employee groups to educate and motivate employees concerning safety.
- **Accident and Injury Records:** Oversee company accident and injury performance, including monitoring worker's compensation claims.
- **Supply Monitoring:** Monitor the procurement of necessary supplies.
- **Program Coordination:** Coordinate the hazard communication program, the drivers training and truck driving programs, and assist with other programs as required.
- **Hazardous Waste Inventory:** Maintain an inventory of all hazardous waste materials.
- **Security Camera Maintenance:** Coordinate and maintain the security camera replacement schedule.
- **Liaison with SROs:** Act as the district liaison with the school resource officers (SROs) related to the safety plan and other security measures.
- **Adherence to Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Other Duties:** Perform other duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills
- Operating standard office equipment and using pertinent software applications.
- Strong oral and written communication skills, including the ability to develop written rules, standards, policies, conduct meetings, and make group presentations.
- Proficiency in safety program development and implementation.

Knowledge
- Comprehensive understanding of safety regulations at the company, state, and federal levels.
- Project development, goal attainment, and time management.

Abilities
- Ability to manage and direct a comprehensive safety program.
- Strong organizational and multitasking abilities.
- Capacity to work effectively under pressure and meet deadlines.

Responsibility
The role requires adherence to standardized routines and the ability to perform tasks independently. Collaborate with various stakeholders to ensure effective departmental operations. Continuously impact the organization's services.

Work Environment
Standard office environment with minimal exposure to risk or injury. Physical demands include sitting for extended periods, using office equipment, and occasional lifting of supplies.

Experience
Job related experience in managing safety programs

Education
Bachelor's Degree in a related area of work

Continuing Education/Training
Participation in ongoing training and professional development as required

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Salary Grade
PF

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.