

JOB DESCRIPTION

Title: District Safety coordinator

Qualifications:

1. Be an employee of the school district.

Reports to: District Administrator

Job Goal: Develop an effective safety education and accident prevention program for students and all personnel employed by the district.

Basic Function: 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 noninstructional areas of the total safety program by developing and promoting a well-planned total safety program for all students, and staff.

Responsibilities:

1. Assist in the development of a philosophy for the total safety program.
2. Serve as a consultant in the emergency planning and the legal aspects of safety.
3. Provide rationale for and help develop and administer the budget for the total safety program.
4. Develop a comprehensive policy and program of inservice safety education involving personnel.
5. Assist and advise staff members relative to safety programs, procedures, and standards for identifying, analyzing and removing hazards and evaluating emergency equipment.
6. Serve as safety consultant in the planning of new school facilities and in the selection of equipment.
7. Establish and maintain a standardized locator reporting and record keeping system for all accidents with periodic review and follow-up.
8. Help staff provide essential safety experiences for students.

9. Inform staff on data from inspections and accidents for prevention.
10. Help prepare safety bulletins.
11. Develop a public information program to inform all personnel and community members of the safety program.
12. Conduct monthly fire drills in all school buildings.
13. Outline procedures for and conduct one tornado drill each school year.
14. Monitor and evaluate two bus evacuation drills during each school year.