

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Executive Director of Safety/Student Services

Exemption Status/Test: Exempt/Administrative

Reports to: Deputy Superintendent

Admin/Prof Pay Grade: 109 (226 Days)

Dept./School: Central Office

Date Revised: 04/13/2022

Primary Purpose:

Responsible for development and implementation of a comprehensive districtwide safety program. Ensure that measures are taken to minimize hazards and safeguard the wellbeing of students and employees. Oversee compliance with all state and federal statutes relating to worker safety. Direct and manage custodial services for all district facilities. Establish cleaning schedules and procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations.

Qualifications:

Education/Certification:

Master's Degree

Mid-Management Certification

Special Knowledge/Skills:

Knowledge of health and safety programs and applicable laws

Ability to interpret and disseminate information to individuals and groups

Ability to use software to develop spreadsheets and perform data analysis

Ability to provide effective safety training programs

Ability to apply principles of measurement and analysis to evaluate safety performance

Effective planning, communication and interpersonal skills

Knowledge of routine custodial practices and methods

Knowledge of equipment, chemicals, and materials used in cleaning process

Ability to manage personnel

Bilingual, preferred

Experience:

Two-years of experience in safety management to include emergency planning

Three-years of experience and/or campus administration

Major Responsibilities and Duties:

Safety Program Management

1. Develop and implement comprehensive district environmental health and safety programs including hazardous materials, fire safety, and transportation safety programs. Conduct safety meetings and provide safety training for all employees.
2. Investigate accidents involving employees and students. Conduct root cause analysis (RCA) and report determinations according to district procedures.

3. Inspect facilities including all district buildings and playgrounds. Inspect machines and equipment for safety and efficiency. Work cooperatively with principals and department heads to correct critical deficiencies and recommend proper safety equipment, procedures, and training needed to provide a hazard-free workplace.
4. Ensure that established safety procedures are followed including lifting and climbing. Make sure that tools and equipment are operated and chemicals handled according to established safety procedures.
5. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
6. Follow established procedures for locking, checking, and safeguarding facilities.
7. Review and analyze reports of injuries, property damage, and workers' compensation claims to identify trends and safety concerns and make adjustments to safety programs based on findings.
8. Work cooperatively with auxiliary department heads to develop safer methods to perform job tasks and recommend the use of safety equipment that will minimize hazards.
9. Oversee disposal of hazardous waste in accordance with state and federal regulations.
10. Contribute to development, implementation and analyze the execution of the district's emergency plan including overseeing the district's lock down, fire safety program and emergency evacuation procedures.
11. Establish district safety committee(s) and attend meetings in an advisory capacity.
12. Develop and maintain district, department and campus safety manuals.
13. Maintain district material safety data sheet (MSDS) manual and provide information to employees and health care professionals as needed.
14. Comply with policies established by federal and state law, State board of Education rule, and local board policy in the area of safety program management.
15. Work cooperatively with principals to ensure a high standard of safety, cleanliness, and efficiency of building operations.
16. Establish and oversee work schedules and procedures for the regular custodial care of all district facilities and special custodial projects. Make work assignments and arrange for substitute custodians as needed.
17. Inspect all district buildings and facilities and schedule cleaning and repairs as needed.
18. Provide training and orientation to all custodians related to cleaning procedures and the safe and proper use of chemicals and equipment.
19. Direct the planning development and training of high-quality staff development to support district level administrators, principals, teachers, and support staff.

Budget and Inventory

20. Assist the risk manager to develop and administer department budget based on documented needs and ensure that operations are cost effectively and funds are managed wisely.

21. Coordinate the selection and purchase of safety supplies, materials, and training from outside sources as needed.
22. Assist in the preparation of department budget.

Policy, Reports, and Law

23. Develop and maintain district and department safety manuals. Maintain safety data sheets (SDS) and provide information to employees and health care professionals as needed.
24. Compile, maintain, and file all reports, records, and other documents required.
25. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the area of safety program management.

Other

26. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
27. Compile, maintain, and file all reports, records, and other documents as required including maintaining accurate information for payroll reporting (time cards, tardiness, and absenteeism).
28. Has regular in person attendance and complies with notification procedures for absences.
29. Perform other duties as assigned.
30. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Director of Maintenance and Operations
Director of Transportation
Director of Food Services
At-Risk Coordinator

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; ladder; testing equipment; small truck or van

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; work around moving objects or vehicles; work alone; may work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.