

DISTRICT SAFETY COORDINATOR JOB RESPONSIBILITIES

The role of the safety coordinator is a combination of administrative and coordination tasks concerned with the overall safety aspects of the school systems. The safety coordinator works with both the instructional and non-instructional areas of the total safety program. The individual develops and promotes a well-planned total safety program for all students, staff and others as an integral part of the District. The duties and responsibilities of the safety coordinator are many and varied. As a guide for establishing the position of the safety coordinator, the following representative duties and responsibilities are recommended.

Administration

The safety coordinator will:

1. Assist the administrative team in the development of a philosophy for the total safety program.
2. Serve as resource person in such areas as application of the current law, required inspections, emergency planning and the legal aspects of safety.
3. Assist principals to arrange safety instruction and inservice programs for faculty and staff.
4. Work with the District Administrator to develop a budget for the total safety program.
5. Accept a prominent and responsible role in developing a comprehensive policy and program of inservice safety education involving personnel.
6. Assist and advise staff members relative to safety programs, procedures and standards for identifying, analyzing and removing hazards and evaluating emergency equipment.
7. Establish objectives of program plan and implement activities in accordance to needs of system.
8. Serve as safety consultant in the planning of new school facilities and in the selection of equipment.
9. Establish and maintain a reporting and recordkeeping system for all accidents with periodic review and follow-up.
10. Maintain professional affiliations to be well-informed of new developments and innovations in terms of safety and education.
11. Monitor performance to determine the effectiveness of the program.

Faculty and Staff

The safety coordinator will assist building principals to:

1. Assist to procure, distribute, and use curriculum materials and supplement aids for safety instruction from all available sources.
2. Provide essential safety experiences for students.
3. Inform staff on utilization of data from inspections and accidents and organize follow-up programs to implement changes.
4. Develop an appropriate safety response plan for their assigned building and organize a school-based safety response team.

Community

The safety coordinator will:

1. Report to the Board about school and community safety program process.
2. Inform the public of School District safety activities and programs.
3. Encourage and coordinate the participation of interest groups and community agencies in the development of a total school and community safety program.
4. Participate in safety related organizations.
5. Work with local and county officials to maintain and implement disaster preparedness plans.

Legal Ref.: Sections 121.02(1)(a),(i) Wisconsin Statutes
PI 8.01(2)(a),(i) Wisconsin Administrative Code

Local Ref.: District Safety Manual