

SAFETY COORDINATOR  
(Job Description)

A. Qualifications

Must meet such academic, professional and personal qualifications as the Board may specify

B. Reports to District Administrator

C. Supervises Safety Committee members

D. Principles of Job Description

The safety coordinator shall perform a combination of administrative and coordinating tasks, which are concerned with the overall safety program. The safety coordinator shall work with both the instructional and non-instructional areas of the total safety program.

E. Job Goal

To maintain the district facilities, equipment and grounds at a level of safety that allows for comfortable and efficient environment in which to learn, work, play and develop.

F. Terms of Employment

Work schedule to be coordinated by District Administrator.

G. Evaluation

Performance shall be evaluated in accordance with provisions of the Board's policy on personnel evaluation

H. Performance Responsibilities

The safety coordinator shall:

1. Assist in the development of a philosophy for the total safety program.

West Salem School District  
Policy 915

2. Serve as a consultant in areas such as the organization of instruction, research, emergency planning and the legal aspects of safety.
3. Work with safety committees and others, upon request, to facilitate instruction.
4. Assist in determining staff needs and in recruiting, orienting and assigning personnel in accordance with the current employee agreement.
5. Provide a rationale for and help develop and administer the budget for the total safety program.
6. In coordination with the Chemical Hygiene Officer, accept a prominent and responsible role in developing a comprehensive staff safety education in-service policy and program.
7. Assist and advise staff members relative to:
  - a. Safety programs and procedures.
  - b. Standards for identifying, analyzing and removing hazards.
  - c. Standards for evaluating emergency equipment.
8. Serve as a safety consultant in the planning of new school facilities and in the selection of equipment.
9. Establish and maintain a record-keeping system for all accidents. The safety coordinator shall periodically review and follow-up on accidents.
10. Monitor the safety program to determine its effectiveness.
11. Perform such other duties as the district administrator may determine.
12. As a representative of the school district, he/she is expected to deal with the public in a courteous and professional manner.

CROSS REF.: 526, Staff Evaluation

APPROVED: May 13, 2003