

Eagle Butte Public School District 20-1

JOB DESCRIPTION

JOB TITLE:

Health & Safety Coordinator

(School Safety & Compliance)

REQUIREMENTS:

- A. Education Level: Minimum A.A.S. and equivalent experience; Bachelor degree or above and equivalent experience preferred
- B. Experience Desired: At least two years of work experience in a health & safety related position requiring interpersonal interaction skills, and be open to receive training as required by the position. Skills in human relations, leadership, conflict management, and the coordination of community partners for health & safety planning.
- C. Physical Requirements: Hand-eye, mind-eye coordination. Constant hearing; intermittent speaking, standing, walking and writing. Frequent carrying, keyboarding, and other repetitive motions.
- D. Other Requirements: Excellent oral and written communication skills. Computer proficiency in spreadsheets, databases, and word processing. Demonstrated ability to work well with others. Demonstrated organizational and task completion skills.

REPORTS TO: District Superintendent, Business Manager, Building Principal

RECEIVES GUIDANCE FROM: District Superintendent, Business Manager, Facilities Manager, IT Coordinator, Building Principal, School Nurse, Social Worker and/or School Counselor

ESSENTIAL FUNCTIONS:

- To assist, support, and work closely with administrators and other team members in ensuring a safe and healthy school environment so that instructional programs may continuously improve student achievement.

EVALUATED DUTIES:

1. Job Knowledge & Performance

- Demonstrates working knowledge in area of responsibility
- Demonstrates an understanding and knowledge of resources, equipment, materials, and methods
- Complies with established work rules, district policies, and regulations
- Completes work assignments in a timely fashion
- Displays awareness of safety and security factors
- Exhibits the ability to be self-sufficient
- Complies with directives given by supervision
- Meets work standards

2. Professional Responsibilities

- Shows initiative in addressing needs.
- Managing routines and procedures
- Problem solving skills
- Communication and interactive skills
- Time management
- Organizing physical space
- Professionalism
- Attendance and tardiness

3. Participate in Professional Growth Opportunities and Demonstrate Professionalism

- Participate in ongoing professional growth
- Participate in school/professional and/or community organizations or events
- Complete routine assigned tasks and comply with District requirements
- Promote the education profession
- Communicate effectively and professionally with colleagues, parents and students

4. Follow District and building policies and procedures

5. Support of District goals

6. *Maintains confidentiality at all times.*

7. Perform other duties as assigned

JOB SPECIFIC PROFESSIONAL RESPONSIBILITIES:

A. Community Health

- Develop and present COVID-19, infectious disease, and health education presentations
- Coordination of community health partners for annual screenings
- Work cooperatively with School Nurse, Facilities Manager, Social Worker, and Counselor to carry out health and safety initiatives

B. Facilities/School Safety & Compliance

- School Safety Assessment Planning
- Fire Marshall Annual Report Compliance and Planning
- Continuing Operations & Emergency Coordination and Planning
- Work cooperatively with Facilities Manager, Business Manager, and Information Technology Coordinator to carry out facilities and infrastructure initiatives and special projects

C. Community Education

- Develop educational materials, presentations, and/or signage that pertains to all areas health and safety related
- Community Events and Family Nights – planning and preparing health and safety education displays and/or presentations
- Work cooperatively with Building Principal and Assistant Principal to carry out community and family education initiatives.