

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

SAFETY INVESTIGATIONS/ PROPERTY CONTROL COORDINATOR

QUALIFICATIONS:

- (1) Masters Degree preferred
- (2) Bachelors Degree required, and
- (3) Minimum of three (3) years of experience with local, state, or federal agencies in a management, supervision, and/or leadership position that includes experience in strategic planning, problem-solving, investigation, record keeping, and written reporting.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work independently and as a team member. Ability to interact effectively with school and district personnel, investigative personnel, and community agencies. Ability to conduct objective investigations. Ability to work cooperatively, professionally, and courteously with District employees and the public. Ability to effectively communicate, both orally and in writing with a variety of stakeholders. Ability to work on several differentiated job functions at one time. Ability to understand and relay both written and oral directions. Ability to utilize extensive, relevant, industry knowledge to support the management of project tasks and deliverables. Knowledge of comprehensive safety and state statutory requirements for public schools. Knowledge of employee and safety issues. Knowledge of organization and maintenance of data and information. Knowledge of inventory control procedures and techniques. Knowledge of report writing. Knowledge of state and federal laws affecting employee relations issues. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

REPORTS TO:

Superintendent

JOB GOAL
To provide a safe work/learning environment for all students and staff and ensure the proper recording and safekeeping of district property. To perform responsible work relating to safety program implementation, safety investigations, and school district property inventory. Perform other duties as assigned.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES:

SAFETY INVESTIGATIONS AND PROPERTY CONTROL COORDINATOR (Continued)

Service Delivery

- (1) Design, implement, evaluate, and continually enhance safety and accident prevention programs for students and staff
- (2) Develop policy recommendations for Board consideration and adoption for emergency management, security and safety of district facilities
- (3) Develop, maintain, and execute School Board policies related to safety and security of district facilities
- (4) Provide direct assistance to school site administrators for completing annual emergency response plans and ensuring security of the site
- (5) Work closely with District and school staff to maintain a safe and effective learning environment, including site visits and periodic unannounced visits to ensure all safety activities are being followed
- (6) Serve as a liaison to the School Resource Officer (SRO) and Guardian programs and serve as a point of contact for security and special events for all district facilities
- (7) Serve as a liaison between community and law enforcement agencies and the district
- (8) Develop, refine, and review safety and security manuals and procedures and assist with developing training opportunities for staff
- (9) Assist the Superintendent in problem solving, gathering pertinent information, and with written/oral communications to public stakeholders
- (10) Acknowledge, research, and respond to complaints fairly and objectively against persons, property or other civil offenses committed by District employees or students
- (11) Maintain confidentiality and neutrality regarding information related to investigations of personnel and students and conduct oneself ethically
- (12) Create, compile and edit safety and investigative reports and keep accurate and complete records
- (13) Assist in presentations at meetings
- (14) Assist in safety and security grant writing upon request.
- (15) Assist in the development and revision of goals, objectives, and procedures for property control, equipment acquisition, and maintenance of district property; and provide interpretation of procedures if necessary.
- (16) Prepare reports pertaining to inventory discrepancies, accountability, and control.
- (17) Conduct annual on-site inventory of equipment; ensure each department and site conducts parallel inventories annually
- (18) Attach or inscribe identification markings on equipment as required by School Board Policy
- (19) Research vandalism and/or theft of equipment and maintain records of such
- (20) Maintain a list of all surplus equipment, fixtures, and furniture available at each site for possible redistribution and/or disposal; prepare equipment and furniture for auction and/or disposal
- (21) Ensure that inventory printouts and site records are current and accurate

Employee Qualities/Responsibilities

- (22) Demonstrate initiative in the performance of assigned responsibilities.
- (23) Use effective, positive interpersonal communication skills.
- (24) Report to work punctually and regularly.
- (25) Display appropriate work ethics.
- (26) Follow school district policies and procedures.

System Support

- (27) Coordinate and conduct meetings and training sessions with school personnel.
- (28) Assist with investigation of school related complaints.
- (29) Facilitate safety inspections and information dissemination as required by supervisor.
- (30) Maintain positive relationship with outside agencies.
- (31) Represent the School Board in an appropriate manner.
- (32) Prepare all required reports and maintain all appropriate records.

Interagency Communication and Delivery

- (33) Develop and maintain working partnerships with local or regional agencies as needed

SAFETY INVESTIGATIONS AND PROPERTY CONTROL COORDINATOR (Continued)

- (34) Work closely with District and school personnel to ensure information exchange, coordination of efforts, and support for the district's property maintenance services
- (35) Work with administrators in the development, implementation, and evaluation of the district's property control program

Professional Growth and Improvement

- (36) Maintain a working knowledge state/federal laws and regulations that impact K-12 public school services as related to job assignment
- (37) Participate in workshops, conferences, meetings, and professional readings to keep current and well informed about trends and changes in area(s) of responsibility.
- (38) Assist others, including new administrators, in their professional growth, and development as related to property control

Systemic Functions

- (39) Keep the immediate supervisor properly informed of the status of various issues, events and activities at all worksites as related to property control or safety investigations
- (40) Facilitate problem solving by individuals and/or groups as needed

Leadership and Strategic Orientation

- (41) Model high standards of professional conduct
- (42) Assist as needed with the formulation and implementation of strategic and comprehensive planning
- (43) Demonstrate a proactive orientation to identifying potential problems and taking appropriate action
- (44) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment
- (45) Perform other duties as assigned