

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

SAFETY / INVESTIGATIONS COORDINATOR

QUALIFICATIONS:

- (1) Bachelors Degree in any area.
- (2) Three (3) years of successful experience in investigative and/or safety matters.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of comprehensive safety requirements. Ability to understand and relay both written and oral directions. Ability to work independently or as a team member. Ability to interact effectively with school and district personnel, investigative personnel and community agencies. Ability to conduct investigations. Knowledge of employee and safety issues. Ability to meet and deal professionally and courteously with District employees and/or the public. Demonstrate ability to effectively communicate, both orally and in writing. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities. Knowledge of state and federal laws affecting employee relations issues.

REPORTS TO:

Deputy/Assistant Superintendent

JOB GOAL To provide safety for all students and employees.
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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.

Job Description Supplement No. 08
PERFORMANCE RESPONSIBILITIES:
Service Delivery

- * (1) Investigate complaints fairly and objectively against persons, property or other civil offenses committed by District employees or students.
- * (2) Work closely with District and school staff to maintain a safe and effective learning environment.
- * (3) Review District policies, directives, and procedures to ensure employee and student compliance.
- * (4) Assist the Assistant Superintendent in gathering pertinent information.
- * (5) Assist the Assistant Superintendent with oral and written communications.

SAFETY / INVESTIGATIONS COORDINATOR (Continued)

- *(6) Serve as a liaison between community agencies and the School District.
- *(7) Create, compile and edit reports.
- *(8) Assist in presentations at meetings and conferences upon request.
- *(9) Maintain confidentiality and neutrality regarding information related to investigations of personnel and students.
- *(10) Follow adopted policies and procedures in accordance with School Board priorities.
- *(11) Conduct oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
- *(12) Establish and implement a comprehensive safety program for the District.
- *(13) Keep accurate and up to date records for investigative and safety matters.
- *(14) Perform other duties as assigned.

Employee Qualities/Responsibilities

- *(15) Demonstrate initiative in the performance of assigned responsibilities.
- *(16) Use effective, positive interpersonal communication skills.
- *(17) Report to work punctually and regularly.
- *(18) Display appropriate work ethics.
- *(19) Follow school district policies and procedures.

System Support

- *(20) Coordinate and conduct meetings and training sessions with school personnel.
- *(21) Assist with investigation of school related complaints.
- *(22) Facilitate safety inspections and information dissemination as required by supervisor.
- *(23) Maintain positive relationship with outside agencies.
- *(24) Represent the School Board in an appropriate manner.
- *(25) Prepare all required reports and maintain all appropriate records.

*Essential Performance Responsibilities