

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

ADMINISTRATOR OF HEALTH AND SAFETY

QUALIFICATIONS:

- (1) Master's Degree in Educational Leadership.
- (2) Experience as a principal or assistant principal.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the operation of public schools. Ability to communicate effectively with principals and other school employees. Knowledge of Florida Law concerning school health and safety. Ability to serve as a liaison between the Jackson County School Board and the P.A.E.C. Risk Manager.

REPORTS TO:

Superintendent

JOB GOAL

To prevent health and safety hazards from occurring in the Jackson County School System, which could possibly lead to loss of money by the School Board or loss of work time by an employee.

SUPERVISES:

Full or part-time clerical employees as assigned

PERFORMANCE RESPONSIBILITIES:

- (1) Pursue recovery of damages to School Board property resulting from accidents due to third party negligence.
- (2) Perform constant reviews of losses to determine areas of loss and means of reduction.
- (3) Initiate and direct studies and programs in the area of safety with the objective of minimizing accidents and injuries to School Board personnel, students and public, and damages to property and equipment.
- (4) Implement safety standards in the school system.
- (5) Keep the Superintendent and other managers fully informed of status and treatment of risks of loss.
- (6) Consult and work with facilities department on design and use of equipment and facilities to promote and meet safety standards.
- (7) Monitor and assist in local and state safety inspections/surveys.
- (8) Coordinate the acquisition and use of safety equipment and clothing by employees.
- (9) Coordinate and oversee the Blood Borne Pathogens Program for the District.
- (10) Implement the Alcohol and drug testing program for the District.
- (11) Coordinate training programs through site safety committees.
- (12) Monitor and facilitate compliance with all rules and regulations of the Division of Safety, Department of Labor and Employment Security, State of Florida.

**Board Approved December 14, 1999
Amendment Board Approved April 15, 2003**

ADMINISTRATOR OF HEALTH AND SAFETY (Continued)

- (13) Participate in the investigation of accidents resulting in injuries to persons or loss of property to the School District.
- (14) Assist and cooperate in the preparation of material and evidence following an accident or injury to persons or loss or damage to property.
- (15) Coordinate safety program with PAEC/RMC staff, other governmental agencies, and public and private health and safety organizations.
- (16) Attend, periodically, school and/or departmental staff meetings to promote maximum understanding of the safety plan objectives.
- (17) Maintain complete records on accidents and/or incidents within the School District and make this information available to the Superintendent on a monthly basis.
- (18) Perform other incidental tasks consistent with the job goal of this position.
- (19) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 8-13
12 months
7.5 hours per day

EVALUATION:

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