VACANCY NOTICE

POSTING DATE: June 24, 2013
CLOSING DATE: Until Filled

POSITION TITLE: Coordinator of Safety, Health and Emergency Preparedness
49% position

PRIMARY FUNCTION: To provide leadership and direction for the school system in matters affecting school safety, security, and emergency preparedness

REQUIREMENTS:
Certification/License: L-5 required, L-6 preferred

Experience: Five or more years of successful teaching and administrative experience.

Physical Activities: Routine physical activities that are required to fulfill job responsibilities.

Proficient Skills: Must have a thorough understanding of applicable state and federal laws, state and local board of education rules and regulations, good leadership skills and communication skills, computer literate, demonstrate sound judgment, initiative, responsibility, and must be able to complete work with little supervision.

Reports to: Executive Director of Student Services

Essential Duties

1. Assists with Student Tribunal Hearings as needed.
2. Serves as System Wide Safety and Security Coordinator
   Represents school system at all required meetings involving Safety and Security. Chairs system wide Safety Committee and Vehicle Accident Review Committee and carries out responsibilities as outlined in the Douglas County School System Safety Manual Works with Risk Management Consultants, system personnel and local officials to develop a plan to eliminate safety hazards in all school system facilities. Serves as liaison between school system and Georgia School Board Association and public health in issues relating to student incidents, accidents and health. Reviews and maintains files for all safety and security related reports. Plans and implements appropriate safety and security procedures. Provides safety training to system personnel as needed. Inspects schools annually, ensuring implementation and documentation of safety and health guidelines and protocols. Chairs Crisis Committee Coordinates and leads SCAT. (School Crisis Assistance Teams) Serves as liaison between school system, emergency management
and emergency services. Coordinates optional student insurance program.

3. Coordinates Teen Sharp and SUPER Stop Program with Assistant Director of Student Support.
4. Coordinates annual Georgia Student Health Survey each year.
5. Coordinates the BLAST Program.
6. Coordinates the School Health Nurse Program with assistance as needed from the Executive Director of Student Services.
   - Supervises the School Health Services Coordinators.
   - Provides guidance and direction on health related issues to principals and School Health Monitors.
   - Supervises annual scoliosis screenings and hearing and vision tests.
   - Coordinates Head Lice Prevention for the school system.
   - Maintains files for Health Services reports.

7. Coordinates school system AED program.
8. Provides training to system personnel relating to health issues as needed or required.
9. Coordinates Student Parking.
10. Assists with school related concerns.
11. Other duties as assigned by the Executive Director of Student Services.

**APPLICATION PROCEDURES:**

**External Applicants:** Apply online through TeachGeorgia ([www.teachgeorgia.org](http://www.teachgeorgia.org)). Submit a cover letter stating interest in this specific position, a standard resume and a list of three references with addresses and phone numbers.

**Current Employees:** A letter of interest, resume and a list of three references with address and phone numbers.

Mail your application materials to Dr. Michelle Ruble, Director of Human Resources, P. O. Box 1077, Douglasville, GA  30133.

**NO FACSIMILES WILL BE ACCEPTED.**

The Douglas County School system does not discriminate on the basis of race, gender, color, age, religion, national origin, or disability in its employment procedure.

"Leading and Learning"