

DIRECTOR, SAFETY AND RISK MANAGEMENT

PRIMARY FUNCTION:

Under administrative direction from the Assistant Superintendent of Human Resources, plans, coordinates, and directs the La Mesa - Spring Valley School District's Emergency Preparedness Program including student and staff safety, security threat assessments, emergency/disaster preparation and Safe Schools Program. Plans and directs LMSV Risk Management Program including the areas of workers' compensation, safety, and public liability.

Professional Responsibilities

1. Provide leadership that creates a clear, compelling vision.
2. Maintain an improvement focus.
3. Demonstrate strong communication skills.
4. Use sound judgment and display willingness to make decisions.
5. Serve as a strategic thinker to achieve organizational goals.
6. Serve as a collaborative member to help shape and drive initiatives across the organization.

ESSENTIAL FUNCTIONS:

1. Maintain the District's Emergency Operations Plan (EOP); oversee and support site administrators in the development and implementation of School Site Safety Plans.
2. In coordination with local public safety departments, develop District-wide protocols, procedures, expectations, site responsibilities and training materials related to school safety and security; maintain and update security and safety protocols, procedures, standards of safe and effective campus security practice.
3. Performs independent technical duties in the administration of the District's Risk Management programs.
4. Serve as the emergency exercise design officer and is responsible for design and delivery of exercise programs identified in the District's EOP.
5. Oversees third party administration of workers' compensation claims, which includes interviewing injured workers as necessary, coordinating with administrators and lawyers, and advising District personnel with respect to workers' compensation laws and procedures.
6. Performs liaison functions between administrators, employees, lawyers, management personnel, service providers, and members of the public.
7. Coordinate with other agencies, jurisdictions, and levels of government on resource allocation, communications and information management, and public information.
8. Attend safety meetings, workshops, and conferences, including ongoing participation in courses offered by the Federal Emergency Management Agency and OSHA to maintain current knowledge of procedures, legislation, regulations, and applicable legal codes.

9. Ensure District is compliant with all state and federal regulations pertaining to safe schools and emergency management (e.g., Standardized Emergency Management System, National Incident Management System, etc.)
10. Develop, assist, and evaluate emergency training and exercises completed by school and District staff.
11. Educate school staff, parents, and community members on safety, emergency preparedness and response procedures.
12. Organize and coordinate external support to provide resources in an emergency, including identifying and maintaining disaster preparedness supplies at each District facility including Operation Center and Education Center.
13. Serve as a liaison to SDCOE Risk Management Unit to provide and manage mandatory training for District employees in safety-related programs; such as, the District's Emergency Preparedness Procedures, Bloodborne Pathogens, Injury & Illness Prevention Plan, Respiratory Protection Program, and Sexual Harassment.
14. Monitors all legislation affecting school safety, public liability, and workers' compensation.
15. Analyze district trends and patterns related to safety and workers compensation matters and implement programs and procedures to reduce risk and increase employee health and safety.
16. Prepare, and monitor budgets, data submission reports and evaluations related to emergency preparedness and school safety as required by local, state, or federal agencies.
17. Develops policies and administrative regulations regarding safety, workers' compensation, and any other related issues.
18. Confer and collaborate with District and site administrators, school site staff, and community members.
19. Maintain records and create reports regarding safety, emergency preparedness and planning on behalf of the District.
20. Performs other duties as assigned.

Other Duties and Responsibilities

1. Function as a member of the District Management Team, performing any and all other duties as assigned by the Assistant Superintendent of Human Resources or designee.
2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, ability to communicate effectively and performance.

EXPERIENCE:

- Evidence of successful experience in performing the tasks enumerated for this position with increasing responsibility in the management and operation of a safety, risk management/emergency preparedness program.
- Minimum five years' experience in a public school setting, with at least 2 years of progressively responsible management and/or leadership experience. Experience as a school principal preferred.

EDUCATION/CREDENTIALS:

Appropriate Bachelor's degree and Administrative Services Credential

KNOWLEDGE AND ABILITIES:

Knowledge of:

Oral and written English communication skills; interpersonal skills and high emotional intelligence; student and staff safety in K-8 environment, emergency/disaster preparedness, mitigation, response and recovery; relevant local, state, and federal regulations; and principles of program administration and evaluation; strategic and tactical planning conventions required to help shape policy, and develop implementation and assessment processes.

Ability to:

Establish and maintain cooperative professional working relationships in the performance of position responsibilities; effectively interact with all people, including employees suffering from illnesses or injuries; work independently and manage a large caseload; present ideas and concepts persuasively; interpret, apply, and explain laws, codes, regulations, policies, and procedures; analyze situations and adopt effective courses of action; organize and evaluate data in order to prepare sound recommendations; use computer-based data programs; prepare clear and comprehensive reports; establish and maintain proper records; and interpret, apply, and explain laws, codes, regulations, policies, and procedures; provide leadership, direction, and team-building; organize and communicate information and concepts; set priorities; work as part of a team; maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

Indoor and outdoor work environment; subject to driving to conduct work

Physical Abilities:

Hearing and speaking to exchange information and make presentations
Lifting books, materials, equipment to execute lessons and presentations
Seeing to read, prepare and review a variety of activities and to monitor student activities
Walking extended lengths to move around campus

Hazards:

Potential exposure to communicable diseases and contact with blood and other body fluid