

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Safety and School Security Specialist

Department: Safety and Health/
Human Resources

Job Description

Date Reviewed: July 2024

Reports To: Safety and Health Director

Grade: 499

Calendar or Days per Year: 260

Purpose of Job

The purpose of this job is to perform functions to minimize occupational and student injuries and health hazards by assisting in the administration and management of the school district’s Safety & Health Department and On-the-Job Injury Program, Occupational Safety and Health Program, Property & Casualty Self-Insurance Program, and OnSite Medical Programs. In addition, implement programs and provide guidance on school safety practices and promote the development of safe and supportive learning environments for all students. Develops reviews and revises policies and procedures. Reports to the Safety and Health Director.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

TRAINING

Conducts periodic meetings of district staff to provide information, resolve problems, give program information and evaluate policy effectiveness of assigned safety and security programs; instructs staff on safety and risk issues in the field; trains and monitors staff on critical decision making.

Conducts periodic meetings with community Stakeholders regarding school safety and emergency response.

Organizes and Conducts New Employee Training Program and Annual Refresher compliance training including OJI, OSHA Safety Training, and Internal Communications.

Assists in Organizing and Conducting Employee CPR training

Coordinates Civilian Response to Active Shooter Events training.

Coordinates SDS, Chemical Inventory, OSHA Hazard Communication Program, and any other Safety and Health / Safety / OJI Programs.

INSPECTION AND INVESTIGATION

Conducts investigations of and officially reports on On-the-Job Injuries (OJI), student injuries, visitor accidents, emergency situations, and vehicular accidents involving CMCSS-owned vehicles and equipment.

Conducts Safety Facility Inspections of CMCSS buildings, personnel, equipment as detailed in the CMCSS Safety and Health Programs, Policies, and Procedures to ensure compliance and overall safety for all CMCSS employees and students.

Conducts Annual Playground Inspections and others as required; prepares an official report of these inspections, and monitors Monthly Playground Inspection Reports from each school.

Assists Safety and Health Director with indoor air quality issues and preparation of AHERA Asbestos Surveillance Reports.

Conducts inspections and evaluations of CMCSS property and operations, safety practices, and hazardous situations, and prepares written reports of findings and recommendations for correction of unsafe conditions or conditions which violate occupational health standards.

Regularly visit departments and CMCSS schools to answer any safety-related questions.

CLAIMS ADMINISTRATION AND DATA COLLECTION

OJI Claims Filing / Administration - Assists with communication with medical provider to expedite return to modified full/modified duty. Approves prescriptions at designated OJI pharmacies. Assists in the administration of the On the Job Injury Program to include all facets of employee injury claim administration, medical management, medical bill review, and payment authorization. Assists in managing the complete self-administration of our employee injury program which serves more than 4000 employees.

Assists with OJI After-Hour calls.

Assists with active Workers Compensation files.

Tracks and completes data for the annual OSHA Report Assists the Safety and Health Director with the self-administration of the school system Property, Auto, General Liability, Cyber Liability, Environmental, and School Board Legal self-insurance program, and Error and Omissions Self Insurance Programs to include complete self-administration of all individual claims. Our self-insurance program includes over 820 Million Dollars in property and a fleet of over 400 Vehicles.

Maintains comprehensive records of incidents and related costs: perform statistical analyses to determine trends, problem areas, and overall safety.

Assists with the development and maintenance of employee injury statistics reports. Assists with maintaining the school system's OSHA-required recordkeeping.

Assists with all insurance related claim-related documentation, claims files, insurance payments, and related insurance-related communications.

Assists the Safety and Health Director to develop and revise Safety and Health policy and procedures;

plans for the CMCSS School Safety and Emergency Response. This includes administration of school emergency tabletop sessions, district tabletop sessions, school security audits, post-incident investigation/reports, CMCSS Disaster Recovery Plan, CMCSS online Individual School Crisis Plans, and CMCSS Classroom Emergency Response Guides. Provides input and resources for departmental and school safety committee programs.

Maintains monthly fire/safety drills and ladder/playground inspections through the online safety portal.

Assists and Conducts Breath Alcohol Testing when necessary.

Maintains Intro to Incident Command Systems for Schools and Intro to National Incident Management Systems for Online Professional Development. Collects certifications and issues professional development credit for completion to employees, as necessary.

PROGRAM ADMINISTRATION AND OTHER DUTIES

Assists the Safety and Health Director in the administration of the CMCSS On the Job Injury Program to include all facets of employee injury claim administration, medical management, and medical bill review and payment authorization. Assists to manage the complete self-administration of our employee injury program which serves more than 4000 employees.

Assists the Safety and Health Director to develop and revise Safety and Health policies and procedures; plans for the CMCSS School Safety and Emergency Response. This includes administration of school emergency tabletop sessions, district tabletop sessions, school security audits, post-incident investigation/reports, CMCSS Disaster Recovery Plan, CMCSS online Individual School Crisis Plans, and CMCSS Classroom Emergency Response Guides. Provides input and resources for departmental and school safety committee programs.

Provides interpretation of OSHA, TOSHA, EPA, DOT, NRPA, and other related standards to management personnel of the school system.

Assists Safety and Health Director in administering CMCSS's mandated TOSHA Program and initiates policies to comply with safety legislation and industry practices. Ensures compliance with all environmental, health, and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization.

Coordinates the School Safety and Security Award Program for CMCSS Schools.

Assists the Safety and Health Department in the yearly Flu Distribution to CMCSS/County employees.

Coordinates SDS, Chemical Inventory, OSHA Hazard Communication Program, and any other Health/Safety / OJI Programs. Also coordinates the placement of SDSs online on the CMCSS website.

Assist the Safety and Health Director in developing, maintaining, and revising policy and procedures for implementation of safety and occupational health programs, CMCSS loss history and risk management reports, and cost and premium allocations.

Attends departmental safety meetings, external-internal/external seminars, and training sessions as required to remain knowledgeable of safety trends and to promote improved job performance; maintains an orderly office environment.

Develops and implements training on the camera system for designated personnel at all CMCSS locations, as requested. Works with local law enforcement agencies and emergency responders to coordinate training on the Security Operations Center and monitor stations software for the 4,000+ cameras in the district.

Works with local law enforcement agencies and emergency responders to coordinate access to the Security Operations Center.

Monitors surveillance systems from the Security Operations Center. Reviews and saves camera footage, as needed.

Coordinates and conducts training on the emergency mass notification system (Alertus) for 5,000+ employees.

Coordinates the completion and submittal of the Plan of Corrective Action for the Fire Marshal inspections.

Co-manages the CMCSS Threat Tracking System.

Assist the Safety and Health Director in developing, maintaining, and revising policy and procedures for implementation of school safety and security.

Reviews and saves files involving incidents related to students, staff, and visitors which include hostile behavior, threats (suicide, bomb, death, injury), trespassing, bus accident with or without injuries, safe schools violations, and other incidents, as needed.

Works directly with Safety and Health Director to ensure that the Security Operations Center is designed to meet operational goals and initiatives to ensure proficiency in incident response.

Demonstrates experience and efficiency in school safety and incident response.

Coordinates After Action Reviews after incidents have taken place.

Assists with the maintenance of the district's visitor management system.

Assists in identifying school safety and security weaknesses and provides recommendations for improvement.

Assists with implementation and communication of school safety measures and programs with administrators, faculty, and students.

Assists with planning, organizing, promoting, and conducting safety education programs and quarterly safety audits of school buildings and grounds.

Completion of Tennessee School Safety Specialist Program.

Co-manages the CMCSS Emergency Line and acts as a liaison between the district and first responders.

Assists with the coordination and setup of Alive and Well / Staff wellness events.

Additional Job Functions

Performs other duties, as required, to support the mission and vision of CMCSS and the Safety and Security of the students and staff.

Minimum Training and Experience Required to Perform Essential Job Functions

Good human relations, communications skills, and the ability to lead training sessions are required. A Bachelor's Degree is preferred. Experience in handling property/casualty insurance claims, workers compensation claims management, and monitoring of occupational safety practices and student safety are also preferred; any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job will be considered. TN driver's license.

KNOWLEDGE OF JOB

Has comprehensive knowledge of the policies, procedures, and activities of the School System, Safety practices as they pertain to the performance of duties relating to the job. Has considerable knowledge of the School System and Safety practices as necessary in the completion of daily responsibilities. Have knowledge of current laws and regulations concerning occupational safety and health. Have knowledge of loss prevention techniques and safety standards for the general industry. Have knowledge of current insurance, safety, OSHA regulations, and CMCSS functions and operations. Have the ability to maintain a proper perspective of the overall program of Safety. Have the ability to express ideas clearly, concisely, and convincingly.

Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, human relations, and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;

- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee’s Signature	Employee’s Munis Number	Date
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