

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
Job Description**

**Job Title:** Safety and Health Director      **Department:** Human Resources

**Date:** July 2021      **Reports To:** Chief Human Resources Officer

**Grade:** 505

**Calendar:** 12 Months

**Purpose of Job**

The purpose of this job is to administrate and perform functions to minimize (occupational and student) injuries, liability risk, and health hazards by directing the administration and management of the school district Risk Management Program, On-the Job Injury Program, Occupational Safety and Health Program, School Nurse Health Services Program, Property & Casualty Self-Insurance Program, and Onsite Employee Health and Wellness Program Administration, including Budget Development and Administration for District Safety, Property Loss, Liability Loss, Insurance Premium. On-the-Job, Safe Schools Act, Coordinated School Health, School Health Services, and Onsite Healthcare Program.

**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.**

Directs and administrates the school system On the Job Injury Program to include all facets of employee injury claim administration, medical management, and medical bill review and payment authorization. Manages the complete self- administration of our employee injury program which serves more than 5,100 employees.

Serves as the program administrator for the On-Site Medical Program to include administration of medical staff and all operational aspects of the program. The program has six locations and full time medical staff to include Certified Nurse Practitioners and Physicians Assistants. The average census for the program is more than 23,220 patient visits per year for primary, acute, and preventative visit types. The program serves our employees of 5,100+ as well as dependents covered under our self-insured health coverage plan.

Develops and revises Risk Management policy and procedures; plans for the CMCSS School Safety and Emergency Response. This includes administration of school emergency table top sessions, district table top sessions, school security audits, post

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incident investigation/ reports, CMCSS Disaster Recovery Plan, CMCSS Online Individual School Crisis Plans, and CMCSS Classroom Emergency Response Guide.

Coordinates and tracks school emergency response drills to include comprehensive active shooter response program.

Directs and administrates the school system Property, Auto, General Liability, Cyber liability, Environmental, and School Board Legal self-insurance program to include complete self-administration of all individual claims. Our self- insurance program includes over 900 Million Dollars in property and a fleet of over 400 Vehicles.

Coordinates and directs CMCSS Health Services Department which includes direct supervision of the CMCSS Nurse Supervisor and IHP Coordinator. The Health Services program provides medical services for more than 35,000+ students; health services consists of the nursing supervisor, IHP coordinator and 40 individual school nurses and additional substitute nurses. The program provides general and advanced care for students including the severely disabled, administration of the insurance trust flu vaccination program, student immunization compliance and record keeping, and adherence and reporting on all related state reports and regulatory compliance requirements. In serving these students, we have over 4,045 with chronic conditions and total over 285,000 clinic visits per year.

Coordinates with Local Emergency Management and Law Enforcement Agencies for Crisis/Emergency/Inclement Weather/Homeland Security issues.

Works with State Fire Marshal and Clarksville City Fire Prevention Marshals to address Life Safety Code Issues, including submitting Annual Plan of Corrective Action.

Acts as CMCSS's Certified Asbestos Management Planner. Develops and submits Yearly Asbestos Reports and completes 3-Year Asbestos Re-inspections to the US Environmental Protection Agency. Serves as the clearinghouse for asbestos related information and is responsible for maintaining the CMCSS Asbestos Management plan.

Coordinates and Completes School District Radon Testing Program

Acts as the liaison to attorneys, insurance companies and individuals, investigating incidences that may result in asset loss.

Conducts Alcohol Testing- Certified Breath Alcohol Technician and Certified Breath Alcohol Technician Trainer.

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

Coordinates SDS, Chemical Inventory, and OSHA Hazard Communication Program.

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Develops and revises policy and procedures for implementation of safety and occupational health programs, CMCSS loss history and risk management reports.

Attends meetings, seminars and training sessions as required to remain knowledgeable of safety trends to promote improved job performance.

Administers 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.

Develops and administers risk management and loss-prevention programs. Directs CMCSS's Safe Schools Act Grant Project; budgets and works cooperatively with all program supervisors in the allocation and expenditure of Safe Schools Act Grant funds. The current grant fund allocation under management totals more than 1.7 million dollars. The projects under management include facility security improvements, visitor management systems, access control, development and build out of a district camera monitoring and emergency response room, contracted law enforcement officer, and the staffing of a lead guidance counselor for schools.

Serves as a Clarksville-Montgomery County Employee Insurance Trust (CMCEIT) member. In this role researches, reviews and analyses data and makes recommendations for program changes in the area pharmacy management and medical third party administration. The CMCEIT provides health and pharmacy coverage more than 9,500+ lives with over 55+ million in annual expenditure management.

Works with our Technology Department in administration, monitoring, maintaining and planning for our school surveillance camera program. Our current expanding program includes over 4,000+ IP cameras. The program includes multiple users at the administrative, law enforcement, technology, and school level.

Coordinates and directs the employee wellness program for the more than 5,100+ CMCSS employees and more than 1,000 Montgomery County employees. This program has a full-time registered dietitian/ employee wellness coordinator.

Coordinates and directs CMCSS Coordinated School Health (CSH) program which includes direct supervision of the CMCSS Coordinated School Health Supervisor. The CSH program provides the schools with support services to connect health with education.

Master user of the security operations center, and proficiency of district camera system. Directs and supervises training that is being provided on the Security Operations Center and monitor stations software for the 4,000+ cameras in the district to local law enforcement agencies and/other authorized personnel. Monitors surveillance systems from the Security Operations Center and reviews and saves camera footage, as needed.

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### **INSPECTION AND INVESTIGATION**

Complete school district after action reports for all major crisis/ emergency response incidents.

Investigates and performs Indoor Air Quality Analysis, compiling official reports on indoor air quality complaints.

Investigates reports of employee exposures to hazardous materials.

Investigates Blood-borne Pathogens Exposures, as required

Conducts accident investigations of and officially reports On-the-Job Injuries (OJI), student injuries, and visitor accidents.

Performs on site safety compliance evaluations/inspections of personnel, equipment, and facilities as detailed in the CMCSS Safety Employee Manuel, Written Safety Programs, and Regulatory Agencies to ensure compliance and overall safety for all CMCSS employees.

Coordinates property and operations inspections, evaluating physical conditions, safety practices, and hazardous situations, making recommendations for abatement or improvement of these conditions.

### **CLAIMS ADMINISTRATION AND DATA COLLECTION**

Investigates and compiles all required data gathering relating to school system property losses and auto/liability accidents. Serve as the clearinghouse for all related documentation, claims files, insurance payments, and insurance related communications.

Coordinates Onsite Employee Health and Wellness reporting related to the Onsite Employee Health and Wellness data and trends.

Completes tasks as required by insurance providers or other authorized interested parties relating to claims investigation.

Maintains comprehensive records of incidences and related costs. Performs statistical analyses to determine trends, problem areas and overall safety.

Coordinates Workers Compensation Programs Run-Out Activities including settlement assessment and payment authorizations.

Administers system-wide functions as designated by the Chief Human Resources Officer

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

This position requires a bachelor's degree in a related area and at least 5 years of experience in the field of Occupational Safety/ Risk Management. Must rely on experience and judgment to plan and accomplish goals and must be familiar with standard concepts, practices, and procedures within the Occupational Safety/ Risk Management Field. This position is required to perform a variety of complex tasks. Manages OJI/Risk Management staff and reports to the Human Resources Director. Good human relations, communications skills, and ability to lead training sessions are required. Experience in handling property/casualty insurance claims, workers compensation claims management, and monitoring of occupational safety practices are also required. Must possess knowledge of current laws and regulations concerning occupational safety and health. Must possess knowledge of loss prevention techniques and safety standards for general industry. Must possess knowledge of current insurance, safety and OSHA regulations, and CMCSS functions and operations. Must have the ability to maintain proper perspective of an overall Safety program. Must have the ability to express ideas clearly, concisely and convincingly.

### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System as they pertain to the performance of duties relating to the job of Risk Manager / Safety Coordinator / Onsite Medical Program Administrator. Has general knowledge of Risk Manager / Safety Coordinator / Onsite Medical Program Administrator practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, 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. Have good organizational, human relations and technical 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

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Risk Manager / Safety Coordinator / Onsite Medical Program Administrator. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Risk Manager / Safety Coordinator / Onsite Medical Program Administrator.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

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

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

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

**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.

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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.

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**Employee's Signature**

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**Supervisor's Signature**

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**Date**

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**Date**