

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

**Job Title:** Safety & Health Coordinator

**Department:** Safety and Health Department

**Grade:** 502

**Calendar:** 260 days

**Job Description**

**Date Reviewed:** July 2024

**Reports to:** Safety and Health Director

**Purpose of Job**

This position serves as the assistant to the Safety and Health Director for compliance, communication, continuous improvement, department growth, and efficiency for all Safety and Health Department functions. As the assistant to the Safety and Health Director (SHD), this position will step in during the SHD absence as primary support. The purpose of this job is to administrate and perform functions to minimize (occupational and student) injuries, liability risk, and health hazards by assisting in 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, Coordinated School Health and Onsite Employee Health and Wellness Program Administration.

**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.**

- Acts as primary support when the Safety and Health Director is unavailable. This position will step in during the SHD absence as primary support.
- Develops and revises Safety and Health Department policies and procedures. Approves revisions of Safety and Health Department forms, guides, and protocols as submitted by employees.
- Manages the Safety and Health Department On-the Job Injury Program, General Liability Claims, Property Damage and Liability Claims.
- Applies for additional Safety Grant funding opportunities. Manages all grant budgets.
- Manages Safety and Health Department employee kronos and approves time-off requests.
- Completes and performs employee evaluations as requested.
- Communicates and coordinates with insurance companies for CMCSS Claims. Communicates with insurance companies and individuals, investigating incidents that may result in asset loss. Manages claim when there is a loss of asset.
- Provides guidance and support to employees of the Safety and Health Department. Maximize and maintain Safety and Health Department synergy by offering support to establish the best opportunity for departmental success.
- Coordinates and completes Onsite Employee Health and Wellness reporting related to the Onsite Employee Health and Wellness data and trends.
- Coordinates and Completes School District Radon Testing Program.

- Maintains comprehensive records of incidences and related costs. Performs statistical analyses to determine trends, problem areas and overall safety.
- Reviews TN Site Assessments to determine safety and security weaknesses and provides recommendations based on findings.
- Maintains financial accounts, requisitions, and purchase orders for Safety and Security that is appropriate to the needs of the schools and district; completes receiver reports; routes through proper channels and files pertinent information. Enters purchase requisitions and data into Munis. Reviews and approves purchase requisitions that are associated with Safety and Health Department accounts.
- Creates and implements Threat Assessment Policy to include a team to conduct threat assessments based on dangerous or threatening behavior individuals in the school, home, or community, provides guidance to schools on how to recognize, address and report those behaviors, establish intervention, and report post incident assessments/ evaluations to the Board of Education and Director of Schools regularly.
- Provides support and guidance to the Coordinated School Health Supervisor and grant program. Ensures compliance with state standards and guidelines, scope of services, and all other requirements of Coordinated School Health.
- Develops and implements training on the camera system to 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.
- 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. Redacts video 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.
- Serves as assistant to the Safety and Health Director for compliance, communication, continuous improvement, growth and efficiency for all Safety and Health Department functions.
- Conducts accident investigations of and officially reports On-the-Job Injuries (OJI), student injuries, and visitor accidents. Attends OJI Appointments with injured employees.
- Attends meetings, seminars and training sessions as required to remain knowledgeable of safety and health trends to promote improved job performance. Coordinates and ensures completion of special projects.
- Demonstrates experience and efficiency in school safety and incident response.
- Completion of Tennessee School Safety Specialist Program.
- Maintains Breath Alcohol Instructor Certification and trains staff to receive Breath Alcohol Technician Certifications. Provides technicians refresher training to maintain their certifications.
- Maintains Breath Alcohol Technician Certification and conducts testing, as needed.
- Conducts Tennessee school security site assessments annually.
- Assists in the maintenance of the online Emergency Management Plan.
- Assists in the maintenance of the 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
- Co-manages safety drills and educational announcements and ensures compliance associated with emergency preparedness through the online safety portal for 40 schools to include elementary, middle, high, alternative and middle college locations.
- Assists with the maintenance of the districts visitor management system.

- 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.

**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**

Bachelor's Degree required. Experience in school safety and camera system operations is required. Certificate of Completion in Tennessee School Safety Specialist Program 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 general knowledge of the policies, procedures, and activities of the School System and transportation practices as they pertain to the performance of duties relating to the job. Has general knowledge of 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.

**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 20 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.

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**Employee's Signature**

**Employee's Munis Number**

**Date**