

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Safety and Health Administrative Assistant**Department:** Safety and Health Department**Grade** H**H.P.D** 8**D.P.Y** 260**Job Description Date Reviewed:** February 2025**Reports to:** Safety and Health Director**Purpose of Job**

The position's responsibilities require independent analysis, verbal and written communication, and problem solving. A strong work ethic, confidentiality and integrity is a must as the individual needs to be able to accurately document and use time and other district resources effectively and efficiently.

Please note: The Safety and Health Department is made up of School Safety and Security, School Resources officers, Occupational Safety and Health, Student Health Services and School Nurses, Onsite Employee Health and Wellness, Coordinated School Health, Employee Wellness, On-the- Job Injury and Property & Casualty Liability.

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.

Prepares and/or generates routine correspondence, letters, memoranda, forms, reports and other documents.

Practices discretion in all matters related to information received or communication shared in regards to the position or district matters.

May be required to attend virtual or in person department meetings.

Prepares purchase requisitions, check requests, and Munis data entry as required for Safety and Health Department.

Assists Safety and Health Department with all other purchasing and receiving procedures as needed.

Collects and acquires proper signatures for Mileage Reimbursement Forms for Safety and Health Department.

Provides administrative support to Safety and Health team.

Provides excellent customer service when answering telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary. Greets visitors, ascertains nature of business, assists and/or directs visitors to appropriate person.

Provides Administrative support to the Safety and Health Director. Obtains signature for documents for other associates and disperse documents to appropriate associates. Monitors phone.

Reviews minutes for Insurance Trust meetings while tracking and managing a punch list of future action items to ensure follow-up and accountability.

Assists Safety and Health Department with Property, Vehicle, General Liability, and On-the- Job injury appointments, scheduling, billing and claims management.

Assists with bid proposals and Requests for Proposals (RFPs) for a wide range of insurance coverages, including property, casualty, cyber, crime, medical, dental, vision, pharmacy, group life, long-term disability (LTD), short-term disability (STD), cancer, voluntary life, etc., as needed.

Monitors and maintains comprehensive records of all claims to ensure accurate reporting and data. Enters all invoices in claims systems for weekly check batch.

Assists with updating claim reserves.

Assist with annual OSHA reporting.

Assists with gathering information for actuarial study.

Manages Safety Drill and Inspection Review in the Safety Portal.

Manages Centegix dashboard and card management/ replacement program.

Manages school emergency mapping and creates new maps as needed.

Prepares necessary tabletop documentation prior to scheduled tabletop sessions.

Assists with school security audits to include emailing follow-ups.

Monitors playground reports.

Monitors and sends daily attendance reports to the senior leadership team.

Assists Employee Wellness Coordinator with coordination of Alive and Well events.

Assists Wellness screening Coordinator with scheduling and performing student wellness screenings at all schools. Leads screenings at schools as needed.

Answers CMCSS Emergency Line and assists with Emergency Response.

Documents all Emergency line calls and school threats. Develops reports as needed.

Reviews threat assessments and sends follow-up emails to schools.

Security Operations Center camera user.

Provides administrative support for Security Operations Center (SOC) Sergeant.

Review camera footage and assist with investigations.

Saves video footage as required by district and/or school leadership, as requested.

Maintains CMCSS Emergency Management Plan. Updates all documents as sent in by schools.

Manages all Safety and Health PLAN courses.

Maintains FEMA Course completion and assigns credit in PLAN as employees send in certificates.

Manages document control for Safety, Health Services, and Coordinated School Health and schedules review of policies, procedures, etc.

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

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma (or Equivalent) required, with four or more years of administrative experience and experience with GoogleDocs, Word, and Excel required. Experience with emergency plans and drills. Ability to prioritize and organize work area and maintain accuracy of work despite multifaceted task directions and interruptions. Strong written and verbal communication skills required.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System, Facilities practices as they pertain to the performance of duties relating to the job. Has general knowledge of the School System, Facilities and Safety 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, 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 100 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

Supervisor's Signature

Employee's Munis Number

Date

Date