



## EXECUTIVE DIRECTOR OF HEALTH & SAFETY

### **Job Overview**

The job of Executive Director of Health and Safety was established for the purpose of directing and managing the District's health and safety programs.

This job reports to the Superintendent of Schools.

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### **Essential Functions**

- Directs and manages the District's health and safety programs.
- Evaluates programs, protocols, staff, and/or projects for the purpose of carrying out and achieving objectives within area of responsibilities, including health, safety and security.
- Collaborates with internal and external personnel (e.g., senior staff, other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a variety of sources for the purpose of developing and evaluating programs and complying with financial, legal, and/or administrative requirements.
- Coordinates operations among District schools (e.g., personnel, budgets, staff development, testing, planning, etc. (for the purpose of ensuring the District objectives are achieved, and resources are effectively utilized.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Monitors budget allocations, expenditures, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and fiscal practices are followed. Reports information as directed.
- Performs personnel functions as needed (e.g., interviewing, evaluating, supervising staff, assigning work, counseling) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Researches a variety of topics (e.g., current and best practices, methods, guidelines, etc.) for the purpose of providing information for the development of new programs and/or master plans and strategies for continuous improvement.

### **Other Job Functions**

- Some travel within the District may be required. Infrequent travel outside the county may be required.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



### **Working Environment**

The job is performed under conditions with potential exposure to risk of injury and/or illness.

Generally, the job requires 33% sitting, 34% walking, and 33% standing.

Physical Requirements: Occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, climbing, crouching, and/or crawling.

### **Qualifications**

**Minimum experience:** At least 10 years of experience in management with increasingly responsible and significant duties. 5 years of experience working with a school district is preferable.

**Minimum education:** Bachelor's Degree from an accredited college or university.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Ability to make challenging decisions, remain professional under stress and possess exceptional judgment.
- Excellent verbal, written and interpersonal communication skills.

#### **Required Testing:**

None Specified

#### **Required Certificates and/or Licenses:**

None Specified

#### **FLSA Status:**

Exempt

#### **Continuing Education/Training:**

None Specified

#### **Clearances:**

Criminal Justice Fingerprint/Background  
Clearance

#### **Employee**

**Type:**  
Professional

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