

**ESTILL COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION**

JOB DESCRIPTION: Safety and Operations Director

1. Kentucky Certification for Principal or District Leadership
2. Minimum of five (5) years successful classroom teaching experience.
3. Successful prior experience desired in management and the supervision of employees.

D: Superintendent

To provide services for Estill County Schools necessary to ensure a safe, healthy, well maintained learning and work environment which supports the educational process and facilitates student achievement.

PERFORMANCE RESPONSIBILITIES:

1. Attends work daily, being in prompt attendance, and remains on duty as specified by the Superintendent or the Superintendent's designee.
2. Examines school buildings on a regular basis for needed repairs and maintenance.
3. Establishes and recommends priorities on repair projects.
4. Completes the evaluation process for the district's Maintenance Director.
5. Inspects and evaluates the work that has been completed by the maintenance staff.
6. Oversees energy conservation for all district buildings by regulating heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity. This also includes the completion and reporting of all energy usage district wide to both staff and school board.
7. Shall provide selected training for students, staff, parents, and community members in specific school safety areas.
8. Shall provide information/assistance with crisis management.
9. Shall attend both district and individual school safety team meetings involving school safety issues/situations: school board, school administration, building specific staff meetings, parent councils, community and other.
10. Shall help educate, network with, and assist community organizations in fighting school safety issues as they directly or indirectly affect the school and student population.
11. Shall continually study existing conditions in the schools/district, identifying strengths and weaknesses and use these findings to develop, implement and maintain a viable plan designed to prevent problems, manage crises and minimize the negative effects of unexpected situations.
12. Shall act as a school liaison with outside community agencies, i.e. fire departments, law enforcement, emergency medical services, the Red Cross, hospitals and the Emergency Management Agency. This also includes communication with the Kentucky Center for School Safety and the Kentucky State Security Marshal's office.
13. Shall provide training that develops skills in planning, communication, accountability and team-work which brings together outside agencies and school personnel in a common endeavor to promote greater trust, understanding, respect and collaboration in the event of a crisis.
14. Shall be available 24 hours a day 7 days a week to assist and coordinate with district employees, Principals and District Office things related to school safety.
15. Shall serve as liaison to local law enforcement agencies and EMS (School Resource Officer, Kentucky State Police, FBI, ATF, E-911 and Estill County Emergency Services).
16. Shall make home visits, when deemed necessary regarding school safety.
17. Shall serve as liaison to elected officials and the management of special events.
18. Shall build a network and relationship with the community and school district.
19. Shall provide on-going evaluations of current school safety programs and assist in the development of new programs as needed.

20. Shall gather information/data for grants available in the area of school safety.
21. Shall complete and submit all reports related to Safe Schools in a timely manner.
22. Shall provide supervision for the School Resource Officer and related coordination between the school district and the Estill County Police Department.
23. Shall organize and document evidence of required fire drills, tornado drills, bomb threats, etc.
24. Shall be an available resource to principals regarding all safety issues.
25. Shall be responsible for all safety matters/issues involving the district.
26. Approves facility use requests according to board policy.
27. Works closely with school building principals on facility matters.
28. Completes evaluation process for district's Food Service Director.
29. Personally inspect buildings for cleanliness, quality assurance and safety compliance.
30. Conduct custodial training to ensure standardization of performance at each facility.
31. Monitor custodial performance and make corrective actions as necessary.
32. Coordinate requests for custodial services for after hour functions.
33. Works with schools to create and monitor custodial work schedules.
34. Supervises head custodians and completes the evaluation process for the district's custodial staff in conjunction with the school principal.
35. Conduct custodial equipment inspections and determines/approves equipment needs
36. Supervise usage of campus storage facilities
37. Assist in the enforcement of all safety rules and safety programs.
38. Conducts inspections of buildings and facilities to determine maintenance and repair needs and quality of work performed; recommends removal of fire, safety or health hazards including asbestos-related issues; instructs staff in safe work practices.
39. Participates in the establishment and implementation of a systematic preventive maintenance program; investigates vandalism as necessary.
40. Completes evaluation process for district's Transportation Manager.
41. Creates and submits all state required reporting on time.
42. Demonstrates regular attendance and punctuality.
43. Performs other duties consistent with the position assigned as may be requested by the Superintendent.

TERMS OF EMPLOYMENT: Days and salary pursuant to district salary schedules.