

**JOB STATUS:** MASTER  
**POSITION TITLE:** DIRECTOR OF SAFETY/RISK MANAGEMENT/TRANSPORTATION SERVICES  
**POSTING NUMBER:**  
**POSTING DATE:**  
**CLOSING DATE:**  
**LOCATION:** SAFETY AND TRANSPORTATION

**JOB INFORMATION:**

- HOURS PER DAY: 8
- YEAR ROUND POSITION (260 DAYS / 12 MONTHS)
- START DATE: ASAP

**SALARY:** Level Admin 1 on the Administrator Salary Schedule. Experience increments depend on experience in the same or similar position. Promotion or transfer placements will be determined by percentage of increase and consideration of appropriate experience credit.

**SUMMARY OF ASSIGNMENTS:**

Lead and effectively manage the campus safety program, risk management program, and student transportation services. Develop and implement programs and services to identify risk exposures and eliminate or reduce adverse conditions and to control associated district liability.

**RESPONSIBILITIES:**

1. Provide leadership, support and management to assigned departments and programs.
2. Prepare annual budgets for each department including personnel costs, training, equipment, office supplies, contracted items and services, and proposed capital equipment and facilities improvements. Maintain and recommend staffing and budgets for the department.
3. Supervise, evaluate, and schedule employees to provide for the most efficient services for safety, risk management, security, and transportation services.
4. Maintain liaison with school personnel and contracted pupil transportation provider, local fire, police and traffic engineering agencies, and other organizations to ensure adequate support services.
5. Maintain updated information on legislation, codes, and standards. Attend hearings and testify as requested.
6. Establish, implement, and maintain district procedures and regulations regarding safety, risk management, security, and transportation matters.
7. Problem solve and communicate with others related to issues and situations that occur. Resolve parental concerns regarding safety, security, and transportation issues.
8. Serve as a member on the school district's Threat Assessment Team.
9. Collect and analyze student and employee accident and injury data to identify trends and propose and implement preventative measures.

10. Direct the design and implementation of approved programs and procedures for accident prevention and governmental compliance within the areas of environmental health and industrial safety.
11. Implement and maintain comprehensive safety programs and provide professional consultation services for administrators and site managers.
12. Direct compliance efforts in hazard identification and mitigation, and employee safety training.
13. Create and maintain appropriate reporting and record keeping systems for assigned areas and programs.
14. Direct the process to identify needed facility security measures and, working with the Capital Projects Department, assist in directing the completion of installation, implementation, and maintenance of integrated security and other security system throughout school district facilities.
15. Provide training and appropriate professional development opportunities for assigned staff.
16. Act as the School District's administrative liaison, with assistance from the supervisor of transportation, regarding all matters related to the district's contracted pupil transportation system.
17. Ensure the timely and accurate filing of all state transportation reports.
18. Coordinate and direct the review and evaluation of safe walking routes as well as vehicle parking and pick-up and drop-off locations for safety and signs.
19. Review all hazardous walking assessments within the district. Coordinate remediation efforts with city, county, and state agencies.
20. Review insurance policies provided to the district and advise the associate superintendent, school support services of potential limitations or restrictions. Work directly with the school district's insurance provider to implement effective risk management practices and assist the associate superintendent in processing any claims.
21. Review school activities and events to ensure proper risk management practices.
22. Develop and maintain district wide emergency response plan. Oversee annual reviews and appropriate emergency response drills.
23. Serve as a key communicator to district staff and to media for safety, risk management, security, and transportation issues.

**QUALIFICATIONS:**

1. Demonstrated aptitude and ability for successful completion of the responsibilities listed.
2. Bachelor's degree or equivalent experience in the job-related field.
3. Five years successful work experience with primary responsibility in safety and risk management in a public entity setting, with preference given to school experience.
4. Minimum of five years supervisory experience and demonstrated successful experience working within a large and complex organization with multi-faceted stakeholders such as building leaders, supervisors/managers, labor unions, community groups, other agencies and the public.
5. Uses democratic processes to work out problems in a supportive and understanding manner. Demonstrated problem-solving skills and ability.
6. Demonstrated ability to plan, organize, communicate, and follow-through in a manner that generates the confidence, commitment, and energy of other staff.

7. Demonstrated experience with and knowledge of the applicable state and federal laws, regulations, and emerging practices to include current issues and trends in industrial safety, risk management, transportation and security.
8. Demonstrated positive and effective interpersonal communication skills. Ability to communicate clearly orally and in writing in a variety of settings.
9. Demonstrated commitment and ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback to maintain high standards for one's self and the organization.
10. Ability to reach logical conclusions and make high quality decisions, skilled in identifying educational needs and setting priorities to support the organization.
11. Relate positively to youth and adults of varying socioeconomic, cultural, and ethnic backgrounds.
12. Maintains the confidentiality of information.
13. Required use of personal vehicle. Valid State of Washington driver's license with district approved driving record.