



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Student Safety Coordinator

Reports to: Director of Transportation
Department: General Services
Compensation: BL 08
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Manage the safety of students being transported throughout the district. Work closely with the districts Safety Manager to reduce work related injuries. Conduct investigations of students who are injured while being transported. Investigate vehicle accidents and make recommendations in regard Employee Safety Program and injury reporting.

Qualifications/Job Requirements:

Education:

- Bachelor's Degree in Related field or equivalent experience

Experience:

- Experience in managing student safety.

Physical Requirements:

- Must be able to operate a motor vehicle and be able to respond to various sites rapidly as situations dictate.

Other:

- Must have reliable transportation with valid liability insurance pursuant to Oklahoma law and a valid Oklahoma driver's license.

Duties and Responsibilities:

- Develop district wide procedure to ensure students being transported are safe.
- Manage the student safety programs.
- Establish and maintain accurate and effective investigations for students who are injured while being transported.
- Establish and maintain accurate and effective vehicle accident investigations
- Establish and maintain accurate and effective safety vehicle committees.
- Counsel and train managers, supervisors or employees on appropriate safety procedures as they relate to students.
- Establish and maintain accurate recording procedures and posting procedures consistent with applicable law.
- Implement strategies to reduce vehicle accidents.
- Oversees elementary and secondary intervention and prevention programs for alcohol, drugs, violence, crisis, anger management, peer mediation, weapons, and gangs.
- Develops Safe School plans as required by law.
- Coordinates federal drug/alcohol funds for private schools in the Tulsa district as required by federal law.
- Other tasks and responsibilities as assigned.