DIRECTOR, RISK MANAGEMENT, CAMPUS SAFETY AND STUDENT TRANSPORTATION PROGRAMS

|  |  |
| --- | --- |
| Applicants for this position should send a letter of interest and resume to Hank Harris at [*hankharrisgroup@gmail.com*](mailto:hankharrisgroup@gmail.com)*.* Position is open until filled, however for strongest consideration, please submit materials no later than Monday, December 16.  **JOB INFORMATION:**   * HOURS PER DAY:  8 * YEAR-ROUND POSITION **(260 DAYS / 12 MONTHS)**   **SALARY:**  Level Admin 1 on the Administrator Salary Schedule. Experience increments depend on experience in the same or similar position. Promotion or transfer placement will be determined by percentage of increase and consideration of appropriate experience credit. See below for additional detailed information.   **SUMMARY OF ASSIGNMENTS:** Recognized for excellence, Spokane Public Schools is seeking an experienced and passionate leader for the position of Director of Risk Management, Campus Safety and Student Transportation Programs.  As a key member of the school support services team, the director is responsible for managing and implementing the school district’s risk management, occupational health and safety programs; campus safety, emergency planning and threat assessment, and student transportation services. The Director oversees school district processes and works collaboratively with building administrators and the community to assure comprehensive and effective services. |  |
| **RESPONSIBILITIES:** |  |
| Leadership and Supervision   1. Build and maintain positive, purposeful **working relationships** within a diverse community. 2. Provide **leadership**, support and management to assigned departments and programs. 3. **Manage and develop budget proposals** to include ensuring expenses do not exceed budgeted allocations; coordinate and approve requisitions for replacement purchases. 4. **Supervise, evaluate, and schedule** employees to provide for the most efficient services within the assigned programs. 5. 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; Serve as a **key communicator** to district staff and media for safety, risk management, security, and transportation issues. 6. Assure programs **comply with federal, state, and local laws.** Monitor case closing actions, coordinate negotiations for settlement of claims wherein court action is not involved with claims adjuster and prepare reports for determined action. Maintain updated information on legislation, policies, procedures, and standards.  Attend hearings and testify as requested. 7. **Recommend, implement, and maintain** district policy, procedures and regulations regarding risk management, safety, security, and transportation programs. 8. **Problem solve and communicate** with others related to issues and situations that occur.  Resolve parental concerns regarding safety, security, and pupil transportation. 9. Create and maintain appropriate **reporting and record keeping** systems for assigned areas and programs. 10. Provide **professional development** and training opportunities for assigned staff.   RISK MANAGEMENT   1. 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. 2. Identify **property loss exposures and work with liability company**(s) on appropriate levels of insurance; supervise the **audit of insurance premiums and costs** and distribution of costs within the District. 3. **Conduct risk assessments:** analyze risks, identify, describe and estimate risks affecting the District. **Monitor and determine District liability** in recurring school related situations and events (field trips, sporting events, etc.). 4. Prepare **insurance bid specifications** for the purpose of obtaining premium fees and updates on an ongoing basis; **review and evaluate insurance policies**. 5. Provide support, education and training to staff to build risk awareness within the District.   CAMPUS SAFETY   1. Provide **leadership and oversight to the campus security** department and campus resource officers. Ensure a positive culture and effective implementation of restorative justice practices. 2. **Develop and maintain district wide emergency response plans.**  Oversee annual reviews and appropriate emergency response drills; **respond to District crisis situations**, including on-site crisis management, and after-hours responses. 3. Serve as a member on the school district's **Threat Assessment Team**. 4. Collect and analyze **student and employee accident and injury data** to identify trends; propose and implement preventative measures. 5. **Implement and maintain comprehensive safety programs** and provide professional consultation services for administrators and site managers. 6. Direct **compliance efforts** in hazard identification and mitigation, and employee safety training. 7. 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 systems throughout school district facilities.   STUDENT TRANSPORTATION   1. 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. 2. Ensure the timely and accurate filing of all **state transportation reports**. 3. 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. 4. Review all **hazardous walking assessments** within the district.  Coordinate remediation efforts with city, county, and state agencies. |  |
| **QUALIFICATIONS:** |  |
| 1. Demonstrated aptitude and ability for successful completion of the responsibilities listed. 2. Bachelor's degree required with a preference for a Master’s degree in Public Administration.. 3. Five years successful work experience with primary responsibility for the duties and responsibilities of the position (e.g. support operations, safety, risk management, transportation services, etc.) 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. Demonstrated experience in de-escalation techniques. 6. Demonstrated experience in best practices in dealing with students from trauma (ACES). 7. Knowledge and demonstrated experience in implementation of Restorative Justice practices. 8. Demonstrated experience with and knowledge of the applicable state and federal laws, regulations, and emerging practices to include supporting and addressing student behavior, current issues and trends in industrial safety, risk management, transportation, school safety and security. 9. Demonstrated positive and effective interpersonal communication skills.  Ability to communicate verbally and in writing in a variety of settings. 10. Demonstrated experience in relating positively to youth and adults of varying socioeconomic, cultural, and ethnic backgrounds. 11. Required use of personal vehicle.  Valid State of Washington driver's license with district approved driving record. |  |
| **ADDITIONAL INFORMATION:** | |
| **Terms of Employment:**  For the 2019-20 school year, the terms of employment include:   * The annual base salary range is $98,282 - $117,133 depending on experience and earned degrees. The salary range is subject to change by the School Board of Directors. * Currently a twelve-month, 260-day work year inclusive of paid holidays and 28 paid vacation days. * In addition, the position receives a monthly supplemental payment, has the option of participating in a compensated performance goal program, and the option of working additional compensated days outside of the normal contract workdays. * The School District offers a comprehensive benefits package including medical, dental, vision, life, and disability insurances. Additional voluntary benefits are also available. Employees are enrolled the Washington Department of Retirement Systems. * Terms of employment for the 2019-2020 contract year, commencing on July 1, 2019 are subject to change as provided by the school district's Board of Directors. * A fingerprint background check is required for all perspective employees prior to start date.  A processing fee is payable to payroll deduction.   Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer. Officers: \*Title IX/Staff Civil Rights Officer, Ramon Alvarez, (509) 354-7344 \* Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, Jodi Harmon, (509) 354-7306 \*504 Compliance Officer, Jodi Harmon, (509) 354-7306 \* ADA Officer, Ramon Alvarez, (509) 354-7344 \* Affirmative Action Officer, Ramon Alvarez, (509) 354-7344 \* Equal Opportunity Officer, Ramon Alvarez, (509) 354-7344 \* 200 N. Bernard Street, Spokane, WA 99201-0206. | |
|  | |
|  | |
|  | |