

SNOQUALMIE VALLEY SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: **Associate Director of Health & Safety**

FLSA Status: **Exempt**

Reports to: **Executive Director of T&L**

Classification: **Non-represented**

Directed by: **Executive Director of T&L**

Supervises: **Certificated & Classified Staff**

Work Year: **Admin—260 day**

Salary: **As stated in salary schedule**

Position Summary:

Under the direction of the Executive Director, the Associate Director of Health & Safety Services supervises, nurses and programs that support the health and safety of our students. The Associate Director works with teachers, support staff, building administrators, students, and families to develop appropriate programs and services. This position requires knowledge of the district policies and procedures, the ability to assume responsibility and work effectively while maintaining confidentiality and the demonstration of strong interpersonal skills.

Qualifications Required:

- Demonstrated experience in health and/or safety fields.
- Valid Driver's License.
- Possess a strong attention to detail, time management, organizational and multi-tasking skills coupled with the ability to work independently.
- Proficient in Microsoft Office and Google Suites.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

Qualifications Preferred:

- Master's degree with emphasis in educational leadership or related field.
- Valid Washington State Principal or Program Manager Certificate.
- Building administrative or program implementation experience.
- Prior experience coaching and training adult learners.

Essential Functions and Responsibilities:

- Collaborate and lead principals, nurses to coordinate care that promotes healthy outcomes for students.
- Oversee district-wide implementation and compliance of Harassment, Intimidation, and Bullying (HIB) policies, ensuring alignment with state regulations and fostering a safe school climate.

- Lead the development and delivery of comprehensive sexual health education programs in accordance with state standards, collaborating with educators and community partners.
- Direct the creation and maintenance of building safety plans, including emergency preparedness, threat assessment protocols, and crisis response coordination.
- Supported school administrators in the consistent application of student discipline policies, promoting restorative practices and equitable outcomes.
- Meet and collaborate with parents, staff, and outside agencies to provide quality services and support for staff and students.
- Prepare reports as required by district, OSPI, and other agencies.
- Demonstrate effective leadership, communication, and facilitation skills to address concerns and issues raised by administrators, teachers, parents, and other community members.
- Function as a positive team member and communicator in proactive and constructive ways to manage changing requirements and multiple demands.
- Follow through in a timely manner.

Nonessential Skills and Experience:

- Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Success Factors/Job Competencies:

- Demonstrated ability to maintain confidential and sensitive material and information.
- Demonstrated ability to take initiative, work independently, and effectively manage multiple projects.
- Demonstrated ability to work effectively and maintain a positive leadership culture in support of the district's strategic goals.
- Demonstrated ability to perform multiple, technical tasks with a need to continually upgrade skills to meet changing job conditions.
- Demonstrated ability to establish and maintain positive, effective working relationships with other department members and external clients.
- Demonstrated skill in planning and organizing.
- Demonstrated ability to work collaboratively with staff.
- Demonstrated ability to communicate clearly and follow through on expectations of the role.
- Demonstrated ability to effectively organize, set priorities, and coordinate multiple activities at once.
- Demonstrated ability to follow applicable policies, procedures, and protocols.
- Demonstrated ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
- Demonstrated ability to work independently, take initiative, organize projects and details, and make decisions efficaciously.
- Demonstrated ability to communicate clearly and effectively in a pleasant, tactful, and

professional manner.

- Demonstrated ability to research, analyze, and interpret data, rules and regulation, codes, statutes, and laws.
- Demonstrated ability to exercise independent decision making, organize and manage multiple time sensitive tasks, and facilitate resolution of difficult and/or delicate parent, staff, and community issues.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands* - Majority of the time spent either walking, standing, or sitting in an office or around the building, working on the computer and/or on the phone; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 20 lbs.
- *Work Environment* - Office is well lit, carpeted, with moderate noise level, but also accesses all other areas of district; travels to schools and other locations regularly.

Performance Standards: The person in this position will be evaluated annually in accordance with the provisions of the district policy.

Approval/Revision Date: June 2023

General Sign-off: The incumbent is expected to adhere to all Snoqualmie Valley School District policies and procedures.