

**Little Wound School Board  
Position Description**

**Safety Compliance Monitor**

**Job Summary:**

The COVID Safety Compliance Monitor will be responsible for managing and supporting the school's response to any incidents related to the COVID-19 pandemic.

**Duties and Responsibilities:**

- Coordinate COVID safety practices and protocols in the school with administration to ensure compliance.
- Determine the requirements and needs for each department to comply with CDC guidance.
- Evaluate practices, procedures, and facilities to assess risk and adherence to the applicable health and safety regulatory requirements.
- Verify the required compliance training is provided to staff.
- Provide reports regarding employee concerns, regulatory violations, and/or other non-compliance incidents.
- Stay current on new developments in COVID-19 health and safety regulatory compliance to improve the quality and efficacy of production processes.
- Work closely with school nurses to address COVID positives, including contacting tracing and notifying appropriate health officials.
- Respond to health emergencies with rapid turnaround times for communication, initiation and completion of tasks and assignments.
- Oversee bus monitoring activities. May be required to substitute for a bus monitor.

**Qualifications and Skills:**

- Bachelor's degree preferred.
- Has a strong proactive work ethic and can quickly adapt to new responsibilities
- Proven strong organizational skills including logistics, time management and scheduling
- Must be a people person who can manage with confidence, maintain policy/protocol with employees and operate with authority when needed
- Strong verbal and written communication skills.
- Must be comfortable speaking to groups and providing group training
- Ability to use discretion, maintain confidentiality and ethical conduct
- Proficiency with use of computers and mobile devices.
- Ability to compile, analyze and present data
- Basic knowledge of safety and health standards and regulations.
- Other duties as assigned that are within the scope of the position.
- Adhere to all Little Wound School Policies and Procedures.
- Under the direct supervision of the Superintendent