

Job Title: CLERK, TEXTBOOK/SAFETY
Reports to: Operations Coordinator
Dept./School: Administration
Wage/Hour Status: Non-exempt
Date Revised: APRIL 19, 2021

Primary Purpose

Monitor the district's safety efforts. Identify and appraise accident producing condition and practices. Ensure compliance with all state and federal statutes relating to safety.

QUALIFICATIONS

Education

High school diploma or GED

Special Knowledge/Skills

Knowledge of health and safety programs and applicable laws
Ability to interpret and disseminate information to individuals and groups
Effective communication and interpersonal skills

Experience

Two years experience in safety management, occupational safety and health, insurance, or related field

MAJOR RESPONSIBILITIES AND DUTIES

Safety Program Management

1. As directed by Operations Coordinator identify safety concerns and make recommendations to reduce accidents and claims
2. Assist Operations Coordinator in performing facilities safety inspections on district buildings and playgrounds.
3. Attend meetings as directed by Operations Coordinator in an advisory capacity.
4. Coordinate with and assists Operations Coordinator with annual fire inspections of all facilities
5. Schedule annual district wide fire extinguisher inspection and ensures compliance as required.
6. Assist Operations Coordinator with comprehensive emergency drills program.

Budget and Inventory

7. Assist in the selection and purchase of safety supplies, materials, and training from outside sources as needed.

Policy, Reports, and Law

8. Coordinate with Operations Coordinator in compliance and maintenance of district material safety data sheets (MSDS) and maintains online MSDS (SDS) Database.
9. Assist Operations Coordinator with annual fire drill report requirement.

- 10. Coordinate with Operations Coordinator to complete playground safety reports.
- 11. Complete fire extinguisher report based on annual fire extinguisher inspection.

Textbook Clerk Duties

- 12. Maintain all records of textbook activity including textbook distribution to and transfer from all schools within the district.
- 13. Ensure that all books are numbered and that "property of the State of Texas" is printed on the inside cover of all textbooks.
- 14. Prepare a listing of all textbooks lost or destroyed, by campus, and prepare the annual statement.
- 15. Accept all textbook shipments for the district and report all shipment errors and/or discrepancies.
- 16. Conduct an annual physical inventory of all textbooks in the district.
- 17. Complete the necessary state forms to order textbooks as needed.
- 18. Pick up out-of-adoption textbooks and prepare the forms for shipment.
- 19. Receive, store, and issue all textbooks and textbook samples to all campuses.
- 20. Participate in the process of textbook selection by participating in textbook hearings.

Other

- 21. Perform other duties assigned by supervisor.
- 22. Maintain confidentiality of information

Supervisory Responsibilities

None

EQUIPMENT USED

Pick-up truck (standard or automatic)
 Typewriter
 Computer

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Frequent walking, standing, climbing, crawling, and reaching. Work outside and inside, on slippery or uneven walking surfaces and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials. Frequent district wide travel

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____