



BOARD APPROVED
06.01.2021
YAZOO COUNTY SCHOOL DISTRICT

YAZOO COUNTY SCHOOL DISTRICT
**Quality Control Employee for Safety, Maintenance, and ESSER III
(American Relief Act) Approved Construction
JOB DESCRIPTION**

POSITION TITLE: Quality Control Employee for Safety, Maintenance, and ESSER III (American Relief Act) Approved Construction

TITLE OF SUPERVISOR: Federal Programs Director (Regarding Building Projects and Construction); and the Superintendent

SALARY: Salary is reflective of 33 Days Added to the YCSD Certified Teacher Educator Board Approved Pay-Scale.

QUALIFICATIONS:

- (1) Completion of an approved master's, specialist, or doctoral degree in educational administration/leadership from a state approved or regionally/nationally accredited institution of higher learning;
- (2) A valid Mississippi Teacher License with a School Administrator endorsement;
- (3) Possess strong leadership, collaboration, facilitation and presentation skills when working with the public, as well as employees in the District; and
- (4) Superior organizational skills and the ability to pay attention to detail.

GENERAL ROLES AND RESPONSIBILITIES (EXPLANATION OF THIS POSITION):

This position is defined by multiple and various unique roles throughout any given day. Specifically, this position is a teacher position at Yazoo County High School teaching students for a total of two blocks of instruction. As well, this position is a support position in maintaining an enhanced two-way constant open line of communication between all the entities involved in the ESSER III building projects and the District. Finally, to provide a more clear and succinct mechanism for verifying the residency of students enrolled in the YCSD, this position will subscribe to the following tasks ongoing and as needed:

- (1) coordinate all of the actions in verifying residency of students of the YCSD;
- (2) assume responsibility of all decision-making regarding the integrity and acceptance of affidavits;
- (3) Follow-up on any open/unfinished issues/concerns/scenarios regarding specific affidavits in question; and
- (4) Make home visits, asking for specific evidence to determine residency of student in question, and then make a final determination regarding the status of the student in question.

Quality Control Employee for Safety, Maintenance, and ESSER III (American Relief Act) Approved Construction: As a quality control employee in this position, the employee coordinates with contractors, architect, and other external professionals to help drive the improvements and upgrades to our facilities. In the realm of maintenance, this position coordinates the operations of the maintenance department and communicates with the building level principals to ensure that maintenance needs are completed, as well as keeping the paperwork for maintenance department. Finally, in the realm of safety, within the YCSD, this position assists in the planning and the implementation of the District Safety Plan and seeks inquiry with district members to maximize the efficiency and effectiveness of comprehensive school safety.

SPECIFIC JOB DESCRIPTION OF DUTIES AND RESPONSIBILITIES OF THE QUALITY CONTROL EMPLOYEE FOR SAFETY, MAINTENANCE, AND ESSER III APPROVED CONSTRUCTION:

- (1) Assists with ESSER projects – particularly those focused on building projects and construction;
- (2) Enhances and improves the communication between all of the contractors, sub-contractors, etc. regarding ESSER III (American Relief Act) Approved Construction Projects and the District; and
- (3) Coordinates with contractors, architect, and other external professionals to help drive the improvements and upgrades to our facilities.

SPECIFIC JOB DESCRIPTION OF DUTIES AND RESPONSIBILITIES OF MAINTENANCE COORDINATOR:

- (1) Coordinates with the members of maintenance department to ensure all repairs and upkeep on buildings and grounds are completed in a timely manner; and
- (2) Supervises the budget for the maintenance department for the District;
- (3) Monitor custodial and maintenance checklists at each school site throughout the year; and
- (4) Performs other duties as assigned by the superintendent in this job capacity;
- (5) Assumes responsibility for implementation of the district’s security plan and security related policies and regulations;
- (6) Evaluates the district’s security program on a continuing basis and recommends changes as necessary;
- (7) Prepares and administers the security department budget;
- (8) Consults with district administration on the placement, use, and maintenance of school electronic security equipment including ensuring appropriately posted notices;
- (9) Coordinates, and in consultation with the custodian of records, oversees the retention, storage, security and disposal of recorded footage and ensures appropriate access and use of recorded footage;
- (10) In conjunction with administrators and faculty members, coordinates the development of school safety plans that would help direct emergency responses;
- (11) Maintains and/or upgrades/makes improvements to the District Safety program, including, but not limited to the following:
 - a. Appropriate lighting and signage;
 - b. Building safety systems;
 - c. Building surveillance systems;
 - d. Equipment identification procedures;
 - e. Student and personnel identification procedures;
 - f. Visitor registration and identification procedures;
 - g. Emergency plans for evacuations, lock downs, and other crisis;

- h. Safety staff orientation and training programs;
 - i. Effective and efficient deployment of safety personnel; and
 - j. Coordination of services with local, State and Federal Law enforcement and emergency agencies
- (12) Collaborates with administrators to recruit, employ, and train safety personnel as required;
 - (13) Supervises district law enforcement and safety personnel;
 - (14) Prepares and maintains reports on fire drills and security drills;
 - (15) Administers the budget for district safety to ensure cost-effective utilization of resources, and
 - (16) Other duties assigned by the superintendent to include, but not limited to, the following:
 - a. Assist with the fixed asset verification at each respective school site;
 - b. Serve as the person who will verify and check affidavits regarding student registration; and
 - c. Monitor and investigate proof of residency questions and/or challenges.

CREATED ON MAY 26, 2021