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Statement of.....

Policy and Responsibility

SUBJECT: SUPERVISOR OF SUPPORT SERVICES

The Supervisor of Support Services shall be directly responsible to the Superintendent and be responsible for the following assignments:

- A. Direct the district purchasing
- B. Supervise the district transportation program and complete all reports to state for funding.
- C. Give general direction concerning district warehouse and supervise the warehouse personnel.
- D. Responsible for district reports and questionnaires submitted to the state and federal government units.
- E. Supervise district driver education program.
- F. Supervise district lunch program.
- G. Review and analyze accident reports from the schools. Maintain records and prepare yearly reports to the state under Tort Liability.
- H. Supervise District Risk Management Program including training for the following:
 - 1. first aid
 - 2. CPR
 - 3. blood born pathogens
 - 4. body fluid clean up kits
 - 5. hazardous chemicals
 - 6. all other district training for compliance with OSHA standards
- I. Assist with the organization and implementation of public elections held in the school.
- J. Coordinate district emergency and fire safety programs.
- K. Supervise maintenance and custodial programs in the District.

- L. Supervise hazardous material containment in the District.
- M. Supervise new construction and remodeling in District.
- N. Provide for student insurance to be available if requested.
- O. Maintain inventory of all vehicles and insure yearly inspections and licensing.
- P. Act as chairman of district safety committee.
- Q. Perform other duties as assigned by the Superintendent.