

2019-2020 Teacher E-coordinator Contract

<p>Safety and Emergency Prep Coordinators</p>	<p><u>For the duration of this Collective Bargaining Agreement, the Northshore Education Association and Northshore School District No. 417 agree to establish and maintain a building level Emergency Coordinator position. One of the primary roles of this position will be to develop, maintain, and revise as needed an Emergency Operations Plan (EOP) for each building.</u></p> <p><u>The building Emergency Preparedness Coordinator will be selected by the staff of each building. If more than one person expresses interest in the position, a vote by secret ballot will be conducted by the NSEA building representative and building principal. The duties of this position will include but are not limited to:</u></p> <ul style="list-style-type: none"> ● <u>Ensure that existing staff are assigned to key emergency roles as defined by FEMA</u> ● <u>Develop and revise the EOP which will be due in May for the upcoming school year</u> ● <u>Review and train staff and students on emergency procedures in coordination with district guidance</u> ● <u>Stock and maintain supplies in the emergency containers</u> ● <u>Conduct safety and emergency meetings on a regular basis, at least quarterly</u> ● <u>Work with building administration to schedule required emergency drills</u> ● <u>Review Incident/Accident reports to identify hazards, causes and trends</u> ● <u>Maintain safety bulletin board(s) and distribute safety materials</u> ● <u>Receive and evaluate employee safety suggestions and notifications</u> ● <u>Check for hazards and make recommendations to rectify or improve hazardous conditions</u> ● <u>Provide written feedback to employees who have identified problems</u> ● <u>Keep notes of all meetings and post them on safety bulletin boards</u> <p><u>The stipend for this position will be \$2,000 in buildings with fewer than 800 students, and \$2,400 in buildings with more than 800 students. Additionally, the coordinator will be paid at the C-7 rate (or their hourly rate, if ESP) for any work performed either before or after school to stock the emergency containers and maintain classroom emergency supplies.</u></p> <p><u>Safety and Emergency Prep Coordinators shall be provided with required training as appropriate. If the required training is scheduled outside of the regular work day the employee will be paid the C-7 rate of pay (or their hourly rate, if ESP) if a bargaining unit member is elected to this position.</u></p> <p><u>Safety and Emergency Prep Coordinators will be responsible for the safety program at each site. The coordinator will investigate all building safety complaints and report findings to the building administrator. If the administrator is unable to solve the problem, the administrator will report the item to the District Safety Coordinator for action.</u></p> <p><u>Safety and Emergency Prep Coordinators will submit an additional hourly pay form to be compensated for time spent stocking the emergency containers and/or time outside the contracted work day attending required trainings.</u></p>
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