

Superintendent of Facilities and Classified Personnel, Assistant

School District Job Description

Position Title: Assistant Superintendent of Facilities and Classified Personnel
Department: Central Office
Reports to: Superintendent of Schools

SUMMARY:

Carries out supervisory responsibilities dealing with food service, transportation, maintenance, custodial, and grounds maintenance, operational functions including facility and project planning, classified personnel, human resources and employee insurance.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Building and Grounds

- Oversees the District warehouse operation and related distribution activities
- Americans with Disabilities Act Coordinator
- Administers student bus transportation for building and extra curricular activities
- Monitors outside vendor contracts of maintenance, food service and transportation
- Assists in the development of budgets for new construction, remodeling and general operation
- Oversees expenditures in capital outlay and building and site budgets
- Oversees all facility projects
- Supervises the maintenance/upgrade of the telecommunications system

Human Resources

- Oversees Food Service
- Oversees Transportation
- Recruits, screens and recommends the employment of prospective classified applicants.
- Coordinates employee performance evaluation program for classified personnel.
- Monitors student residency issues
- Monitors student discipline and facilitates long term suspension hearings.
- Prepares payroll hours for maintenance / custodial department
- Ensures adequate custodial personnel scheduling to maintain standards

Acknowledged _____

Date _____

- Manages operational areas of the district through subordinate supervisors

Crisis Planning

- Facilitates Safety Committee meetings
- Oversees the safety program of the District
- Oversees the District security needs
- Oversees Emergency personnel involvement
- District LEA person for Asbestos

Insurance

- Monitors the District's health insurance plan and benefits.
- Monitors the District's comprehensive property and liability insurance plan.
- Serves on district Insurance Committee.

SUPERVISORY RESPONSIBILITIES:

Manages and supervises maintenance, custodial and classified personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE:

A Specialist Degree in Education, with a Doctorate preferred.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT:

Twelve-month employee. Salary to be established by the Board of Education.

Acknowledged _____

Date_____