

Director of Facilities*Certified Position – 0290**Classified Position – 0090*

<u>Salary</u> Per Salary Schedule	<u>Days</u> 240	<u>Reports to:</u> Assistant Superintendent
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SCOPE OF RESPONSIBILITIES

Provides leadership for all instructional and non-instructional personnel to efficiently and effectively provide for the safety, comfort and well-being of all students

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

1. Develops long and short range goals which reflect staff, facility and equipment needs of the maintenance and custodial programs
2. Communicates to all maintenance and custodial personnel the requirements of the position
3. Participates in the employment, assignment, promotion, transfer, suspension and dismissal decisions of all employees in maintenance and custodial programs
4. Ensures that all personnel are aware of statutes, rules and regulations regarding maintenance and custodial programs
5. Develops policies and procedures which provide for the safety, comfort and well-being of all students
6. Develops and maintains a plan for maintenance of school facilities
7. Develops and maintains a plan for management of the school custodial program
8. Communicates the goals and objectives of the maintenance and custodial programs to students, staff and community
9. Coordinates the continuing appraisal of the maintenance and custodial program
10. Develops an ongoing program of inspection, evaluation and repair
11. Coordinates all requests for building repair and maintenance
12. Assists in developing and maintaining facility and equipment inventories
13. Makes all recommendations concerning requisitions to the appropriate personnel
14. Assists in the development of specifications for bidding purposes
15. Assists in the preparation of the annual budget by providing information relative to maintenance and custodial programs
16. Seeks staff input to develop operational procedures
17. Develops operational procedures to implement board decisions
18. Interprets board policies to implement the programs and activities in the school and community
19. Maintains regular and predictable attendance
20. Adheres to the professional code of ethics
21. Successfully utilizes technology as appropriate in job function
22. Performs such other tasks and assumes such other responsibilities as may be assigned by the superintendent

MINIMUM QUALIFICATIONS

1. Kentucky certificate, license, or other legal credential required
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable