

Approved at the October 14, 2013 Board Meeting

JOB DESCRIPTION: Educational Support Staff

TITLE: Administrative Assistant to the Supervisor of Buildings and Grounds

QUALIFICATIONS: High School diploma
Minimum experience as determined by the board.
Effective organization skills
Effective computer skills; ability to use word, excel, and outlook
Excellent human relation skills with the ability to communicate effectively with district personnel and the public
Required criminal history check and proof of US citizenship or resident alien status.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Supervisor of Buildings and Grounds

JOB GOAL: To assist and work with the Supervisor of Buildings and Grounds to:

- insure district compliance with mandated environmental and safety laws and regulations.
- to support the Supervisor in the operation and maintenance of the physical plant and grounds
- to coordinate and supervise community groups
- to provide clerical support to the office of Buildings and Grounds

PERFORMANCE RESPONSIBILITIES:

- Attend department and/or in-service meetings for the purpose of conveying and/or gathering information pertaining to each department and required to perform functions.
- Coordinate a variety of projects and/or program components (District bid meetings, certification/training events, professional development schedule, Supervisors calendar, etc.) for the purpose of ensuring arrangements are completed in a timely manner.
- Prepare a variety of correspondence, reports, purchase orders, quote sheets, and notifications pertaining to "in house projects" and pesticide notifications.
- Compile data for budget reports and personnel records.
- Coordinate District wide building facility use forms for Board of Education Meetings. Maintains facility use calendar for the District. Ensures proper insurance is on file for usage of the facility for all outside vendors.
- Prepare invoices for the facility use, and follows up on payment.
- Coordinate facility use for District facility use to ensure accessibility to classrooms.
- Prepare memos for custodial staff to ensure help request are completed in a timely fashion.
- Attends meetings with the Supervisor of Buildings and Grounds with vendors to review contracts and take minutes of meetings.
- Coordinate a variety of required inspections to ensure the district and its' employees are in compliance with state law and regulations.
- Coordinate all custodial applications, attendance requests, and attendance records.

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- Assists with inventory of supplies for the department.
- Prepare permits for the Code Office, follows up on approval of permits.
- Filing, answering phones, following up on messages, meeting with individuals regarding facility use.
- Coordinate Summer meeting for variety of programs (21st Century, Special Svs., ESL) to ensure accessibility of classroom space, approval for building usage, and prepare maps for location of students and staff for emergencies and evacuation procedures.
- Prepare maps and procedures for the local Police and Fire Department for emergency situations.
- Provide supervisory oversight in the absence of the Supervisor
- Performs other duties as assigned.

TERMS OF

EMPLOYMENT: Twelve-month year, salary and work schedule to be determined by the Board of Education.

EVALUATION: The Supervisor of Buildings and Grounds will evaluate the performance of this position.