

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

DIRECTOR, SCHOOL SAFETY AND AUXILIARY SERVICES

QUALIFICATIONS:

- 1) Master's Degree in administration, business, management or related field with experience in school safety planning and crisis management planning.
- 2) Minimum of five (5) years of successful experience in business, school management, or related industry to include three (3) years administrative capacity.
- 3) In lieu of the above requirements, a combination of training or experience substantially equivalent.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida Statutes, State Board of Administration Rules, and best practices as it relates to facilities management, school safety, and crisis planning.

REPORTS TO:

Executive Director for Support Services

JOB GOAL

To provide educational and auxiliary services to the school district and to ensure a safe, attractive, and comfortable setting for learning and teaching through planning, coordinating, and supervising all functions and inspecting work in progress relative to building maintenance in the area of custodial services and landscape operations, school safety planning and crisis intervention plan implementation.

SUPERVISES:

All Landscape Employees
All Custodians
All Assigned Auxiliary Personnel

PERFORMANCE RESPONSIBILITIES:

- *1) Work with the Executive Director of Support Services to prioritize safety and auxiliary services needs.
- *2) Develop long and short range plans for meeting safety and auxiliary services as it relates to the specific areas of supervision.
- *3) Plan, coordinate and supervise projects conducted relative to health, safety, and crisis management.
- *4) Develop cost analysis for all projects.
- *5) Establish and maintain the annual budget for the appropriate areas of responsibility for presentation to the Executive Director of Support Services.
- *6) Advertise, interview, and recommend personnel needed to fill vacancies or new positions.
- *7) Manage environmental services for the District.
- *8) Ascertain that all projects are in accordance with Department of Education regulations and Florida Statutes.
- *9) Inspect buildings and grounds on regular basis to determine needs for health and safety.
- *10) Meet with school personnel to receive input on school needs in relevant areas.

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DIRECTOR, SCHOOL SAFETY AND AUXILIARY SERVICES (Continued)

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- *11 Establish continuous professional development for all employees assigned.
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 - 12) Inventory equipment and materials.
 - 13) Acquire, through appropriate procedures, necessary equipment, supplies, and materials for this department.
 - *14 Supervise, conduct performance appraisals, and recommend appropriate actions for the following
) personnel: custodians, landscape technicians, landscape equipment maintenance personnel, auxiliary staff, and any other assigned personnel.
 - *15 Assist in the development of administrative guidelines for custodial and landscaping services.
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 - *16 Approve and report on major work projects in the above listed areas.
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 - *17 Coordinate health and safety inspections of all school district buildings in order to comply relevant
) with Federal laws, Florida Statutes, and local ordinances.
 - *18 Verify that the terms of all contracts have been fulfilled before authorizing pay requests.
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 - 19) Assist with the coordination of school plant surveys for the district.
 - 20) Prepare an annual comprehensive plan and budget.
 - 21) Prepare the purchasing/distribution for relevant safety and auxiliary services projects for each school year.
 - 22) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 1