

COORDINATOR OF EDUCATIONAL FACILITIES

DEFINITION:

Under the direction of the Chief Operations Officer, the Coordinator of Educational Facilities assists with the development of educational specifications and construction and modernization project plans to ensure that the specific functional, spatial and environmental requirements for the many diverse educational needs of each school and the district are considered and incorporated into the designs. The Coordinator of Educational Facilities will play a critical role in planning educational buildings that foster great learning for decades to come. This role involves working closely with various departments, school sites and consultants to ensure that facilities meet the educational needs of students and staff, maintaining compliance with safety and regulatory standards.

QUALIFICATIONS:

Experience:

- At least 5 years of experience as a site administrator.

Education:

- Possession of a valid administrative credential.

Other:

- A valid California driver's license

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as a liaison between schools, departments, administration, and external contractors.
- Develop and implement standards for facilities and equipment to ensure consistency and quality across the district.
- Consult with teachers, subject matter experts, and administrators to gather feedback regarding educational specifications to ensure alignment with school and district goals.
- Conduct an analysis of space utilization, determine space requirements for education programs and create solutions for evolving educational practices.
- Facilitate the educational specification review process with schools to determine facility requirements, and consider budget implications of the requests needed, to ensure adequate space for educational programs and administrative functions is available and provided.
- Interpret and disseminate information to architects and consultants regarding the academic program.
- Participate in the planning and development of project plans to ensure the design of newly constructed or modernized schools complements the goals and objectives of the designated educational specification.
- Work with consultants, specifically architects, to ensure that educational standards are met in facility designs and ensure that the voices of staff are included in the design process to create functional and effective learning environments.
- Collaborate with stakeholders to develop site-specific adaptations of the educational specifications, incorporating feedback obtained into the site-specific planning for each school.
- Other duties as needed.

KNOWLEDGE:

- Education Code, district policies, district goals, district procedures and state and federal regulations related to safety, buildings, and facility management.
- Communication styles to address and meet the needs of various school and community stakeholders.
- School operations, technology applications relative to education.

ABILITIES AND SKILLS:

- Strong communication skills, with the ability to present information clearly and effectively.

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- Excellent organizational skills to manage multiple tasks and projects simultaneously.
- Proficient in project management, with the ability to plan, execute, and oversee projects from start to finish.
- Ability to summarize complex information and present it in a clear and concise manner.
- Excellent interpersonal skills, with the ability to work collaboratively with diverse groups.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- The position may require occasional evening or weekend work to oversee facility-related events or emergencies.
- The role involves both office work and on-site facility inspections and management and direct contact with district staff and the public.