

**FAIRFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Supervisor of Building and Grounds
Reports To: Assistant Superintendent for Business
Employment Period: 228
Civil Service Status: Unclassified
Union Affiliation: Excluded

QUALIFICATIONS:

1. Must be a high school graduate.
2. College degree is preferred; Bachelor's degree or higher.
3. Three (3) to five (5) years of facility management or general maintenance experience is required.
4. Must possess the training and skills required to perform tasks assigned, including but not limited to management of staff, care, operation and maintenance of school sites, buildings, and equipment, and general organization.
5. Must submit to both Bureau of Criminal Investigation and Identification (BCII) and Federal Bureau of Investigation (FBI) background checks prior to final employment.
6. Must possess a valid driver's license and must have the ability to travel to more than one (1) work location in the course of a work day. Will be required to make visits to school buildings and district facilities throughout the course of a normal work day. Will be required to drive in inclement weather.
7. Must possess demonstrated ability to work cooperatively and effectively with others.

GENERAL DESCRIPTION: This employee is responsible for the direct supervision of all buildings and grounds owned by the board of education, in performing any of the duties required to maintain the premises in proper condition, and in supervising, training, and assigning the work of all custodial and maintenance employees.

ESSENTIAL FUNCTIONS:

1. Supervision of all custodial/maintenance personnel as well as providing the daily direction for the custodial/maintenance department. This includes holding regular head custodian staff meetings and attending and/or providing training workshops.
2. Advise building principals and head custodians concerning maintenance and building operating problems. Coordinate with building administration and head custodians to ensure that all fire, tornado and safety drills are conducted annually.
3. Conduct and support all necessary inspections, including but not limited to fire, bleacher, roofing, pavement, boiler, playground, insurance, and health inspections.
4. Requisition equipment and supplies for the department; ensure purchasing of non-educational materials and services is cost effective for the district.
5. Develop and maintain an effective, efficient work order recording system for the department.
6. Inspect all operational materials and equipment procured for use in the schools and maintain a running inventory.
7. Regularly inspect buildings regarding cleanliness, safety, structural soundness, maintenance, etc.
8. Oversee the installation of equipment occurring at district facilities. This may include meeting with contractors and engineers to monitor the progress of projects.
9. Oversee repair work being performed in district facilities by contracted companies as well as internal personnel.

10. Obtain and provide competitive quotes and bids, when required, for equipment, supplies, and materials. Ensure purchases are made in compliance with board of education policy and in the most cost effective manner.
11. Assume responsibility for seeing that all buildings and grounds are free from fire and other hazards and that fire alarms, extinguishers, hoses, and other equipment are properly maintained and inspected as required.
12. Recommend and implement a program of landscaping and grounds upkeep.
13. Prepare, in coordination with building administration, operation and maintenance personnel work schedules.
14. Complete employee warning notices where applicable.
15. Conduct building audits, completing inspections based on efficiency, cleanliness, safety, structural soundness, maintenance issues, landscaping, etc. Audits will note deficient areas of the building/facility.
16. Review custodial cleaning areas and assignments annually.
17. Complete and review annual evaluations for all head custodians.
18. Supervise all custodial and maintenance personnel, holding staff meetings at periodic intervals and conducting training workshops for custodians in cleaning, maintenance and safety.
19. Coordinate the appropriate training and inservicing of new employees.
20. Interview and make recommendations to the Assistant Superintendent for Business on applicants for custodial and maintenance positions.
21. Monitor probationary employee status and assist head custodians in the completion of the probationary evaluation, offering input as necessary, to ensure the success of the new employee.
22. Review and assist head custodians in the preparation of annual custodian evaluations offering input as necessary.
23. Prepare and maintain the budget for the district maintenance operational unit.
24. Serve as the first person of contact for building emergency situations including nights, weekends, and early mornings. Must also be on duty during various times of the school year.
25. Inform Assistant Superintendent for Business when emergency situations arise.
26. Coordinate district snow removal list and staffing.
27. Maintain appropriate, organized maintenance department records as required by Board Policy as well as local, state and federal guidelines.
28. Shall comply with all policies and regulations as set forth by the board of education and/or district administration.

OTHER DUTIES:

The essential functions listed in this job description reflect the general duties and principal functions of the job but are not a detailed description of all the duties which may be inherent in the job. Other duties may be assigned by the designated administrator.

WORKING CONDITIONS:

1. Both indoors and outdoors throughout the year. Will be required to work with staff on many occasions.
2. Will be exposed to and required to drive in inclement weather.
3. Potential exposure to blood and other body fluids.
4. Possible interaction with unruly students and/or adults.
5. Must wear clothing and footwear commensurate with the duties of the position and which ensure personal safety.

Fairfield City Schools

Race to the Top

News You Can Use

Transparency is our Goal

A Monthly Newsletter
Issue 2 - November

Standards and Assessments

Monthly professional development (PD) activities that have been scheduled for the entire year are well under way. PDs in September and November were devoted to effective instruction through the Marzano book study. October focused on building an awareness of the new/revised standards, and December will build on October's presentation with a focus on rigor in the classroom. What do we mean by increased rigor? That question will be answered in your December PD session.

The standards roll-out process will take place over the next three years. Approximately one third of the teachers in the district will participate this year in professional development; one third will participate in PD in 2012-13; and the final one third will participate in 2013-14.

This year the following teachers will participate in professional development of the new/revised standards which will lead to full implementation next year: PreK-2 teachers – English Language Arts (ELA) and Math; teachers grades 3-6 - Writing, Speaking and Listening, and Language (grammar); teachers grades 4-8 - Social Studies; teachers grades 9-12 - American History, World History and Government; teachers grade 9- Math; and teachers grades 11 and 12 - ELA. Science teachers in grades 9-12 will participate in PD this year on instructional practices. The dates have been set for all of the standards roll-out sessions for the year.

FCSD was invited to participate in a formative instructional practices (FIP) pilot. Three groups of teachers have volunteered to be part of this pilot. They are reviewing FIP PD modules for the Ohio Department of Education (ODE).

Fifth grade science teachers have been working on common formative assessments. Teachers from the science department were released for a day to begin this process.

ODE just recently announced that PARCC was selected as the assessment company for 2014-15. There are still many unknowns, but what we do know is online testing will replace the current paper-pencil assessments; will contain multiple measures including multiple choice,

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constructed response and technology-enhanced items, along with performance tasks; will take measures of student progress at intervals during the school year; and will use automated scoring processes that provide real-time results for students and educators. Look for more information to follow.

Using Data to Inform Instruction

Committee members from Area C will be exploring different data systems this year. ODE was supposed to decide this month on the specifications for the system being developed, but as of yet this has not happened. We are anxiously waiting to hear.

The district DVALs (District Value-Added Leaders) and building administrators have set the dates to train the BLTs on the utilization of Value-Added reports. As part of RtT, buildings will use annual Value-Added reports to guide in the planning of professional development activities. Next year, teachers in grades 4-8 will receive value-added reports on their students. The plan is to train teachers in those grade levels prior to receiving those reports.

Great Teachers and Leaders

Committee members of administrator evaluation system (OPES), and the teacher evaluation system (OTES) have been meeting to look at FCSD's evaluation systems. The OPES and the OTES must align with the new state system, which is based on the Ohio Standards for Principals and the Ohio Standards for the Teaching Profession. As a reminder, the framework for the administrators must be completed by the end of this school year and will be used next school year. The teacher evaluation system will not be in effect until the 2014-2015 school year after the FCTA contract has expired on June 30, 2014. More information about the OTES is attached.

Another activity in the RtT Scope of Work is to conduct assessments of working conditions and develop an action plan/strategies for improvement. The committee designed a working conditions survey to collect and analyze. The survey will be sent out soon. Look for information regarding survey results to follow later in the year.

Send Candy Aston an email through the First Class System if you have questions about the contents of this newsletter or anything related to RtT.