

## SCHOOL DISTRICT OF DIXIE COUNTY

### JOB DESCRIPTION

#### DIRECTOR of SAFETY, FACILITIES AND SPECIAL PROJECTS

##### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership.
- (3) Minimum of five (5) years successful teaching and/or administrative experience.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board Policies, and appropriate state and federal statutes. Ability to use effective interview techniques, coaching procedures, and evaluation procedures. Ability to enforce collective bargaining agreements. Ability to use effective public speaking skills, interaction skills, and problem-solving skills. Skills in personnel management and supervision techniques. Ability to communicate effectively orally and in writing. Ability to analyze and use data. Knowledge of current educational trends and research. Knowledge and understanding of the unique needs and characteristics of students. Ability to use group dynamics in the context of cultural diversity. Knowledge of federal, State, and District rules, policies, and laws related to vocational and adult programs.

##### REPORTS TO:

Superintendent

##### JOB GOAL

To provide the leadership and vision necessary to develop and administer educational programs that optimize available human and material resources to provide successful high quality educational experiences for students in a safe and orderly environment.

##### SUPERVISES:

District Maintenance Supervisor  
 District Maintenance Workers  
 Warehouse Foreman  
 Transportation Coordinator  
 Assigned Support Personnel  
 Technology Department

##### PERFORMANCE RESPONSIBILITIES:

- \*(1) Manage the operation and all other activities and functions which occur at the assigned center.
- \*(2) Develop positive school/community relations and act as liaison between the center programs and the community. Communicate effectively both orally and in writing with parents, students, teachers, staff, and the community.
- \*(3) Develop, implement, and assess the instructional programs at the assigned center and coordinate with District instructional staff in program planning.
- \*(4) Provide training opportunities to personnel at the assigned center.
- \*(5) Interview and select qualified personnel to be recommended for employment.
- \*(6) Work with post-secondary institutions to develop articulation agreements.

- \* (7) Work closely with advisory councils to maintain effective, up-to-date, career and technical education programs.
- \* (8) Consult with business and community groups on educational and training needs.
- \* (9) Assist programs in the selection and acquisition of instructional materials and equipment.
- \* (10) Supervise and monitor compliance with District, State, and Federal rules and policies.
- \* (11) Coordinate career education, alternative education, adult and community education programs in the District.
- \* (12) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- \* (13) Plan for the timely replacement of instructional equipment.
- \* (14) Prepare all required reports and maintain all appropriate records.
- (15) Assist in the development of activities designed to achieve priority goals identified through the District's planning process.
- \* (16) Serve as a program consultant to school personnel with assistance in the identification of program needs, selection of appropriate materials and equipment, and in selection of effective teaching strategies.
- \* (17) Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- (18) Assist in the development of administrative guidelines for career and technical education, alternative education, adult, and community education programs.
- (19) Assist in maintaining appropriate coordination between career and technical education, alternative education, adult, and community education programs and other district programs.
- (20) Provide input in the planning, modification, and construction of school facilities.
- (21) Assist in the development of policies for career and technical education, alternative education, adult, and community education programs.
- (22) Assist in the development, implementation, and evaluation of staff development activities.
- (23) Assist in the preparation of the budget for curriculum and instructional areas.
- (24) Coordinate and manage the function of personnel services for the School District including recruitment, employment, reappointment, performance appraisal, contracts, counseling, personnel research, unemployment compensation and retirement systems.
- (25) Assist in the preparation of the School Board meeting agenda, preparing divisional related action items of routine and priority nature, as well as timely reports.
- (26) Supervise the evaluation process of all personnel within the division/department of personnel services.
- (27) Assist the Assistant Superintendent for Instructional & Personnel Services in organizational analysis and development.
- (28) Coordinate and manage the development and implementation of personnel policies and procedures.
- (29) Plan, direct and monitor the application and employment process of certificated and classified employees.
- (30) Plan and direct recruitment programs for certificated and classified employees and monitor critical employees classifications.
- (31) Conduct, with assistance, a District orientation program for new teachers.
- (32) Conduct employee adjustment counseling when desired or required.
- (33) Prepare personnel reports and coordinate record keeping to meet requirements of the school system and agency programs required of the school system.
- (34) Coordinate the development of job descriptions.
- (35) Maintain regular and confidential personnel records.
- (36) Serve as District Equity Coordinator.
- \* (37) Manage and supervise career and technical education, alternative education and adult/community education program development, articulation, and evaluation.

- \*(38) Disseminate and interpret information on curriculum and District, State, and Federal initiatives.
- \*(39) Coordinate the writing and submission of grants and other funding proposals.
- \*(40) Collect and report data required by the District or State, such as Placement and Follow-up reports, Carl Perkins grant reports, Gold Seal Endorsement data, and JTPA reports.
- \*(41) Supervise and monitor special fund expenditures, such as federal or State grants and equipment replacement and repair funds.
- \*(42) Coordinate Tech Prep and School-to-Work programs.
- \*(43) Implement and administer negotiated employee contracts at the school site.
- \*(44) Develop long- and short-range facility needs at the assigned center.
- \*(45) Coordinate facility and support service requirements.
- \*(46) Coordinate plant safety and facility inspections at the assigned center.
- \*(47) Coordinate all maintenance functions at the assigned center.
- \*(48) Coordinate and supervise transportation services at the assigned center.
- \*(49) Manage and supervise the cost center's financial resources, including the preparation and disbursement of assigned program budgets and internal accounts.
- \*(50) Establish and manage student accounting and attendance procedures at the assigned center.
- \*(51) Coordinate the school food service program at the assigned center, including the free and reduced food service program requirements.
- \*(52) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- \*(53) Establish procedures to be used in the event of a school system crisis and/or civil disobedience and provide leadership in the event of such happenings.
- \*(54) Conduct program staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
- \*(55) Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
- \*(56) Direct the establishment of adequate property inventory records and ensure the security of school property.
- \*(57) Maintain visibility and accessibility on the assigned center campus.
- \*(58) Implement School Board policy, State statutes, and Federal regulations as they pertain to the assigned center.
- (59) Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
- \*(60) Use effective interpersonal communication skills.
- (61) Perform other incidental tasks, as determined by the immediate supervisor, to be 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 7**