

**CELINA CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Title:</b>	<b>FACILITIES DIRECTOR</b>	<b>File 113</b>
<b>Reports to:</b>	Superintendent	
<b>Job Objective:</b>	Manages the effective delivery/advancement of the district facilities, operations, and the school program.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"> <li>· Adheres to the <i>Licensure Code of Professional Conduct for Ohio Educators</i>.</li> <li>· Articulates a clear educational philosophy and sustainable implementation strategy.</li> <li>· Valid state department of education license/certificate as determined at the time of appointment.</li> <li>· Educational administration, curriculum/instruction and school finance skills substantiated by training and relevant work experience. Ability to influence the district's economic and cultural environment.</li> <li>· Communicates effectively. Interprets information accurately and initiates effective responses.</li> <li>· Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.</li> <li>· Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.</li> <li>· Exhibits consistent, impartial, resilient, and resourceful organizational management skills.</li> <li>· Maintains a record free of criminal violations that would prohibit public school employment.</li> <li>· Meets all mandated health screening requirements.</li> </ul>	
<b>Essential Functions:</b>	<p><b>1. Plans, implements and manages the ongoing improvement of district facilities.</b></p> <ul style="list-style-type: none"> <li>· Serves as an active member of the management team. Upholds board policies. Implements administrative guidelines/procedures. Upholds applicable local, state and federal laws.</li> <li>· Plans/implements strategies to ensure tasks are completed within required time-frames.</li> <li>· Promotes the district's mission. Articulates a clear philosophy and shared vision of learning that supports high-quality district services and advances substantive educational goals.</li> <li>· Administers purchasing, maintenance/custodial, transportation, and food services.</li> <li>· Oversees facility planning, building/site renovations and new construction.</li> <li>· Manages district-wide technology and telecommunication services.</li> <li>· Serves as district safety director. Regularly inspects all buildings. Manages environmental health, safety, security planning, risk assessment, monitoring, corrective action, and administrative review processes. Ensures compliance with all relevant federal, state and local regulations.</li> <li>· Submits board meeting agenda items. Prepares recommendations for board consideration.</li> <li>· Serves as a policy adviser to the superintendent. Updates the board policy book. Recommends protocols to address situations not covered by board policies or administrative procedures.</li> <li>· Serves as district purchasing agent. Helps develop the annual budget and appropriation measure.</li> <li>· Recommends the purchase of equipment, supplies and services appropriate for the purposes/needs of the school system. Prepares competitive bid specifications.</li> <li>· Manages cost-control programs that ensure the effective/judicious use of resources. Prepares revenue/expense projections for all cost centers. Monitors contractors/vendors performance.</li> <li>· Assists the treasurer's office with the management of non-consumable asset records.</li> <li>· Helps prepare bond sale prospectuses. Administers the permanent improvement budget.</li> <li>· Pursues grant funding. Implements funded proposals. Complies with reporting requirements.</li> <li>· Encourages innovations. Facilitates short/long-range planning activities. Monitors community demographics, resources and emerging trends. Analyzes data to improve school operations.</li> <li>· Manages change processes. Helps develop/implement a district-wide strategic plan. Delineates time-frames, financial/program resources, and a strategy to accomplish district goals.</li> <li>· Cultivates relationships that promote a strong commitment of public support for the district.</li> <li>· Oversees classified staff selection/orientation. Periodically updates classified job descriptions. Assists with classified bargaining unit negotiations as directed.</li> <li>· Supervises assigned staff. Assumes responsibility for the results of duties delegated to staff.</li> <li>· Develops work schedules. Ensures the equitable distribution of workloads. Ensures that essential services are maintained during staff absences. Approves time sheets.</li> </ul>	

- Provides staff leadership. Engenders staff enthusiasm/teamwork. Promotes a safe, efficient and effective work/learning environment. Promotes professionalism. Helps resolve problems.
- Implements state mandated and locally developed personnel assessment programs.
- Participates in collaborative planning of staff development/in-service training activities.
- Administers property, liability and fleet insurance programs.
- Manages non-school use of district facilities (e.g., rental, scheduling, set-up, etc.).

**2. Serves as an instructional leader. Helps plan, implement and direct the ongoing improvement of the school program.**

- Helps manage assigned academic, guidance, pupil services and student activities.
- Addresses issues that arise during the absence of the principal.
- Manages the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures that resources are equitably apportioned and appropriate for the purposes/needs of the program. Upholds fiscal accountability standards.
- Collaborates with staff to identify time-frames, financial/program resources, and strategies to accomplish building goals.
- Participates in staff selection/orientation. Supervises assigned staff. Assumes responsibility for the results of duties delegated to staff. Provides support to improve staff performance.
- Provides staff leadership. Engenders staff enthusiasm/teamwork. Promotes a safe, efficient and effective work/learning environment. Promotes professionalism. Helps resolve problems.
- Helps implement state mandated and locally developed personnel assessment programs.
- Keeps current with state standards/guidelines. Helps administer the instructional program. Promotes academic excellence in a nurturing environment. Helps develop curriculum guides/courses of study. Participates in the planning process to select instructional materials.
- Assists with the development of a master schedule (e.g., courses, student services/activities, etc.).
- Ensures the equitable distribution of workloads. Ensure that essential services are maintained during staff absences.
- Assists with the revision and distribution of student/parent and teacher handbooks as directed.
- Assists with enrollment/withdrawal procedures. Upholds policies regarding immunization, age, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.
- Helps manage state-mandated testing programs. Maintains test security. Analyzes test results. Provides leadership for instructional modifications/interventions that enhance student learning.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Participates in parent conferences/student planning meetings as needed.
- Complies with federal/state guidelines for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Assists with the supervision of students (e.g., arrivals/departures, parking lots, lunch periods, changing classes, extracurricular programs, etc.).
- Helps staff with pupil management. Prepares conduct reports/discipline recommendations.

**3. Exemplifies professionalism that advances the district's public image.**

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Provides leadership for the continuous advancement of academic standards.
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Shows an active interest in the personal development of all staff/students.
- Strives to develop rapport and serve as a positive role model for others.
- Sustains an effective and positive work/learning environment.
- Takes advantage of opportunities to promote district programs and enhance public relations.

**4. Maintains open/effective communications.**

- Communicates district objectives and program performance expectations to stakeholders.
- Coordinates staff meetings, conferences and other required school activities.
- Interprets district policy. Serves as an information resource for program/procedure changes.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy and exercises self-control when dealing with other individuals. Respects diversity.

**5. Pursues opportunities to enhance professional performance.**

- Keeps current with technology and other skills associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Works toward mastery of individualized development/performance goals as directed.

**6. Takes precautions to ensure safety.**

- Intervenes to prevent/stop bullying and/or inappropriate student behavior.
- Monitors safety concerns. Works with stakeholders to manage/eliminate risks. Helps update/implement the district's emergency preparedness/crisis response plan.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Responds to emergencies. Serves as a liaison to community services (e.g., police, fire, etc.).
- Upholds the student conduct code. Maintains high expectations for behavior.
- Watches for situations that may indicate a problem. Initiates action to manage/eliminate risks.
- Works with staff/students to address equipment safety/security issues.

**6. Performs other specific job-related duties directed.**

- Assists with unexpected/urgent situations as needed.
- Manages workplace initiatives that improve productivity and advance district goals.

**Working Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces and in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Celina City School District Board of Education.

The Celina City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.