

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

ASSISTANT DIRECTOR OF FACILITIES

1. SERVICE DELIVERY

- _____ 1. Ensure District compliance with applicable codes, rules and statutes.
- _____ 2. Monitor the development of both short- and long-range facilities maintenance plans.
- _____ 3. Coordinate the selection of design and construction professionals.
- _____ 4. Coordinate activities regarding physical plants in accordance with Florida Statutes and State Board rules.
- _____ 5. Develop, maintain and coordinate procedures to ensure a safe, clean, attractive and pleasant school atmosphere.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 6. Maintain effective relations with patrons, employees and the general public.
- _____ 7. Coordinate activities of the division with schools and other divisions.
- _____ 8. Facilitate close communication between the maintenance and facilities functions to ensure cost efficiency.
- _____ 9. Ensure that both capital and major maintenance projects are coordinated with appropriate regulatory agencies.
- _____ 10. Promote cooperative relationships and coordinated efforts among support services to facilitate the instructional program.
- _____ 11. Coordinate activities with architects, engineers and contractors.
- _____ 12. Evaluate and review, on a continuous basis, financial requirements and maintain a system of cost accounting in cooperation with the Finance Department.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 13. Keep abreast of new developments in facility design, operation of systems and maintenance techniques to ensure maximum efficiency from operational expenditures.
- _____ 14. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the District.
- _____ 15. Attend meetings and conferences, which promote professional growth and benefit the District.
- _____ 16. Promote and support professional development for self and others.
- _____ 17. Establish procedures, which ensure personnel awareness of Florida Statutes, State Board of Education rules and health - safety standards and ensure the standards are implemented.

4. SYSTEMIC FUNCTIONS

- _____ 18. Assist with interviewing, hiring and training personnel.
- _____ 19. Assist with the development and monitoring of the department budget.
- _____ 20. Possess excellent written and oral communication skills.
- _____ 21. Exhibit acute attention to detail.
- _____ 22. Exhibit working knowledge of computers with MS office proficiency.
- _____ 23. Manage and complete multiple concurrent projects within specified schedules.
- _____ 24. Assist with the negotiation and monitoring of contracted projects.
- _____ 25. Assist with estimating, scheduling, procurement, and management of projects.
- _____ 26. Assist with assuring all federal, state, and local regulations are met.
- _____ 27. Work closely with FDOE for reporting and recording accurate use of facilities.
- _____ 28. Exhibit confidence and commitment to the vision and mission of the District.
- _____ 29. Perform other duties as assigned.

Assistant Director of Facilities (continued)

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 30. Assist with the development and presentation of appropriate Board agenda items pertaining to areas of responsibility.
- _____ 31. Follow established procedures that provide school-based managers opportunities to participate in decisions that affect them and their schools.
- _____ 32. Assist with interviewing and recommending architects, engineers, project managers, contractors and other professionals related to construction and renovation of facilities.
- _____ 33. Assist with planning for future needs and prepare requisitions to meet the need for tools, equipment and supplies.
- _____ 34. Assist with preparing all required reports and maintaining all appropriate records
- _____ 35. Review contract documents and work collaboratively with appropriate district and external personnel.

6. STUDENT GROWTH / ACHIEVEMENT

- _____ 36. Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and / or student program classification being served.

7. WORKSITE SERVICE STANDARDS

INDICATORS

_____ Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

_____(Date)
_____(Date)
_____(Date)

Informal Observations

_____(Date)
_____(Date)
_____(Date)

_____(Signature of Evaluator / Date)