

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**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 plant maintenance plans.
- \_\_\_\_\_ 3. Coordinate the selection of design and construction professionals.
- \_\_\_\_\_ 4. Monitor and evaluate the planning and completion of capital improvement projects.
- \_\_\_\_\_ 5. Locate and recommend sites for new schools and other facilities.
- \_\_\_\_\_ 6. Coordinate activities regarding physical plants in accordance with Florida Statutes and State Board rules.
- \_\_\_\_\_ 7. Develop, maintain and coordinate procedures to ensure a safe, clean, attractive and pleasant school atmosphere.
- \_\_\_\_\_ 8. Receive work orders, establish priorities and assign personnel.
- \_\_\_\_\_ 9. Coordinate telephone and security systems.

**2. INTERAGENCY COMMUNICATION AND DELIVERY**

- \_\_\_\_\_ 10. Maintain effective relations with patrons, employees and the general public.
- \_\_\_\_\_ 11. Coordinate activities of the division with schools and other divisions.
- \_\_\_\_\_ 12. Facilitate close communication between the maintenance and facilities functions to ensure cost efficiency.
- \_\_\_\_\_ 13. Ensure that both capital and major maintenance projects are coordinated with appropriate regulatory agencies.
- \_\_\_\_\_ 14. Promote cooperative relationships and coordinated efforts among support services to facilitate the instructional program.
- \_\_\_\_\_ 15. Coordinate activities with architects, engineers and contractors.
- \_\_\_\_\_ 16. 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**

- \_\_\_\_\_ 17. Develop and deliver appropriate and current training for all assigned staff.
- \_\_\_\_\_ 18. Keep abreast of new developments in facility design, operation of systems and maintenance techniques to ensure maximum efficiency from operational expenditures.
- \_\_\_\_\_ 19. 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.
- \_\_\_\_\_ 20. Attend meetings and conferences which promote professional growth and benefit the District.
- \_\_\_\_\_ 21. Promote and support professional development for self and others.
- \_\_\_\_\_ 22. 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**

- \_\_\_\_\_ 23. Develop and maintain operating manuals for distribution to appropriate personnel.
- \_\_\_\_\_ 24. Develop, maintain and coordinate procedures to ensure timely response to plant maintenance of an urgent nature.
- \_\_\_\_\_ 25. Supervise the maintenance of current inventory of maintenance and custodial supplies, tools and equipment.
- \_\_\_\_\_ 26. Supervise the dispersal of required materials and supplies.
- \_\_\_\_\_ 27. Supervise the keeping of time records and the submission of payroll for the maintenance personnel.

**DIRECTOR OF FACILITIES (Continued)**

- \_\_\_\_\_ 28. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \_\_\_\_\_ 29. Exhibit confidence and commitment to the vision and mission of the District.
- \_\_\_\_\_ 30. Perform other duties as assigned.

**5. LEADERSHIP AND STRATEGIC ORIENTATION**

- \_\_\_\_\_ 31. Serve as a member of the Superintendent’s Executive Leadership Team.
- \_\_\_\_\_ 32. Develop appropriate Board agenda items pertaining to areas of responsibility.
- \_\_\_\_\_ 33. Establish and direct the implementation of procedures that provide school-based managers opportunities to participate in decisions that affect them and their schools.
- \_\_\_\_\_ 34. Interview and recommend architects, engineers, project managers, contractors and other professionals related to construction and renovation of facilities.
- \_\_\_\_\_ 35. Plan for future needs and prepare requisitions to meet the need for tools, equipment and supplies.
- \_\_\_\_\_ 36. Prepare all required reports and maintain all appropriate records.

**6. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 37. 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, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- \_\_\_\_\_ 38. \_\_\_\_\_
- \_\_\_\_\_ 39. \_\_\_\_\_
- \_\_\_\_\_ 40. \_\_\_\_\_
- \_\_\_\_\_ 41. \_\_\_\_\_

**7. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 42. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 43. The accurate and timely filing of all school reports.
- \_\_\_\_\_ 44. The completion of required professional development services.
- \_\_\_\_\_ 45. \_\_\_\_\_
- \_\_\_\_\_ 46. \_\_\_\_\_

DIRECTOR OF FACILITIES (Continued)

DATA COLLECTION CODES

O -- Observed  
C -- Collected Data

I -- Clearly Indicated  
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of Evaluator / Date)