

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
COORDINATOR OF CUSTODIAL SERVICES

1. SERVICE DELIVERY

- _____ 1 Ensure District compliance with applicable codes, rules and statutes.
- _____ 2 Monitor the development of the both short- and long-range plant maintenance plans.
- _____ 3 Coordinate activities regarding physical plants in accordance with Florida Statutes and State Board rules.
- _____ 4 Develop, maintain and coordinate procedures to ensure a safe, clean, attractive and pleasant school atmosphere.
- _____ 5 Receive work orders, establish priorities and assign personnel.
- _____ 6 Maintain the inventory of custodial supplies, tools, and materials for use in all facilities.
- _____ 7 Assist in the supervision of the physical security of school buildings.
- _____ 8 Assist in setting up for meetings and workshops on planning days.
- _____ 9 Conduct minor maintenance repairs assigned, within the knowledge and skill level of a custodian supervisor.
- _____ 10 Participate in any casualty prevention, tests and inspections that are an integral part of the facility.
- _____ 11 Complete cleaning schedule for areas assigned, with the frequency requirements provided, and look for ways to improve the schedule.
- _____ 12 Inspect, routinely, areas of physical plant and grounds for possible personnel safety hazards and make reports to Principal or Facilities Director.
- _____ 13 Assist in the assignment, scheduling and training of the custodial staff.
- _____ 14 Supervise special cleaning programs as required.
- _____ 15 Assist with all matters relative to the cleanliness and safety for the facility.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 16 Maintain effective relations with patrons and employees.
- _____ 17 Facilitate close communication between the maintenance and custodial functions to ensure cost efficiency.
- _____ 18 Ensure that maintenance projects are coordinated with appropriate regulatory agencies.
- _____ 19 Promote cooperative relationships among support services to facilitate the instructional program.
- _____ 20 Coordinate activities with principals and custodians.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 21 Develop and deliver appropriate and current training for all assigned staff.
- _____ 22 Keep abreast of new developments in maintenance techniques to ensure maximum efficiency.
- _____ 23 Promote and support professional development for self and others.
- _____ 24 Establish procedures which ensure personnel awareness of State Board of Education rules and health-safety standards and ensure the standards are implemented.
- _____ 25 Participate in workshops and training sessions as required.

COORDINATOR OF CUSTODIAL SERVICES (Continued)

4. SYSTEMIC FUNCTIONS

- _____ 26 Develop, maintain and coordinate procedures to ensure timely response to plant maintenance.
- _____ 27 Supervise the maintenance of current inventory of maintenance and custodial supplies, tools and equipment.
- _____ 28 Supervise the dispersal of required materials and supplies.
- _____ 29 Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- _____ 30 Exhibit confidence and commitment to the vision and mission of the District.
- _____ 31 Maintain a positive public relations attitude with all staff personnel and student body.
- _____ 32 Follow attendance and proper dress codes as required.
- _____ 33 Prepare all required reports and maintain all appropriate records.
- _____ 34 Ensure that School Board policies and governmental regulations are being consistently applied to area of responsibility.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 35 Interview and recommend the hiring of custodians to principals.
- _____ 36 Plan for future needs and prepare requisitions to meet the need for tools and supplies.
- _____ 37 Prepare all required reports and maintain all appropriate records.
- _____ 38 Perform other duties as assigned.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 39 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.
- _____ 40 _____
- _____ 41 _____
- _____ 42 _____
- _____ 43 _____

COORDINATOR OF CUSTODIAL SERVICES (Continued)

7. ASSESSMENT AND OTHER SERVICES

- _____ 44 The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 45 The accurate and timely filing of all school reports.
- _____ 46 The completion of required professional development services.
- _____ 47 _____
- _____ 48 _____

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)