



VACANCY

Part-Time Facilities

The Conecuh County Board of Education is now accepting applications for the following vacancy:

Position Title: Part-Time Facilities Director

Qualifications: Valid teaching certification, minimum 10 years experience in education

Director Duties and Responsibilities

- Plan, organize, and oversee daily program operations and activities.
- Ensure all program objectives and goals are implemented effectively.
- Monitor program progress and recommend improvements when necessary.
- Maintain accurate records, reports, and documentation related to program activities.
- Conduct regular meetings to communicate expectations and program updates.
- Point of contact for Maintenance and Custodians
- Foster a safe, welcoming, and inclusive environment for all participants.
- Address participant concerns, questions, and issues promptly and professionally.
- Monitor participant attendance, engagement, and progress.
- Ensure program activities meet the needs of participants.
- Ensure compliance with organizational policies, procedures, and applicable regulations.
- Maintain confidentiality of participant and personnel information.
- Monitor facilities and activities to ensure a safe environment.
- Report incidents, concerns, or safety issues to appropriate personnel.
- Assist with managing program budgets and expenditures.
- Monitor inventory and coordinate the purchase of supplies and materials.
- Ensure efficient use of program resources and equipment.
- Complete Requisitions as needed.
- Attend required meetings, training, and professional development sessions.
- Assist with special projects and initiatives as assigned by administration.
- Strong leadership and organizational skills.
- Excellent communication and interpersonal abilities.
- Experience working with youth, educational programs, or community organizations preferred.
- Ability to manage multiple tasks and meet deadlines.
- Proficiency in basic computer applications and record keeping.



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Reports To: Directly to Superintendent

Applications will be received through: July 8, 2026

Applications are available at www.conecuh.k12.al.us under human resources. You may send your application to conecuh.applicants@conecuhk12.com. If you are currently employed you may send a letter of interest to leann.smith@conecuhk12.com.

Conecuh County Board of Education does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. In any of its activities or operations.