

NORWALK CITY SCHOOL DISTRICT

POSITION: Associate Director of Support Services

REPORTS TO: Director of Support Services

GENERAL RESPONSIBILITIES: Assist the Director of Support Services in the oversight, coordination and implementation of safe, efficient and effective maintenance, transportation and food service departments.

SPECIFIC RESPONSIBILITIES:

1. In conjunction with the Director of Support Services, plans, implements and monitors the day to day operations of the Department of Support Services.
2. Assists the Director of Support Services with the supervision, planning, organization, and scheduling of departmental staff.
3. Monitors the rate of completion and quality of work performed by department staff.
4. Supervises and evaluates assigned personnel, counsels and disciplines employees, prepares incident reports, resolves personnel problems, and participates in hiring, termination, promotional and organizational decisions.
5. Ensures proper safety protocols and sanitary rules are implemented and followed at all times by all department staff. Reports concerns immediately to supervisor.
6. Assumes appropriate responsibility for the operation of the Department of Support Services in the absence of the Director of Support Services.
7. Responds to student discipline on school buses according to District policy. Communicates effectively with students, parents and drivers.
8. Responds to general correspondence from staff and community on a daily basis.
9. Responds to after hours and weekend emergency calls involving facility needs.
10. Monitors inventory levels of District custodial, maintenance and food supplies. Orders, receives and verifies supply delivery as appropriate.
11. Assists the Director in providing accurate data by which effective budgets can be prepared; responsible for accurate and timely completion of recording and reporting activities.
12. Completes assigned reports accurately and in a timely manner.

POSITION: Associate Director of Support Services (continued)

13. Perform special projects as directed; including organizing and supervising the work crew schedules for summer maintenance

14. Monitors transportation routes for potential hazards. Adjusts routes as necessary

15. Monitors and inspects all District property and facilities for potential safety concerns and need for preventative maintenance. Prioritizes and schedules work to address any issues.

16. Performs any and all other duties as assigned by the Director of Support Services, Director of Operations and/or Superintendent.

MINIMUM QUALIFICATIONS

Training and Experience

1. Must be twenty-one years of age or older
2. Must have a high school diploma or GED
3. CDL with school bus driver endorsement
4. Three years of experience in maintenance, transportation and/or food services preferred

Physical Requirements

1. Ability to climb stairs, scaffolds, and ladders
2. Ability to work in small, confined spaces
3. Ability to lift up to fifty pounds

Environmental Factors

1. Exposure to potentially hazardous working conditions which may include, but are not limited to: blood borne pathogens, asbestos, weather extremes, slippery conditions, heights, operation of equipment, chemicals, etc.