

# GRANT PARISH SCHOOL BOARD

## Job Description

**TITLE:** *Maintenance Supervisor*

**QUALIFICATIONS:** Supervisor of Instruction or Educational Leader Endorsement; such alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable. Previous leadership experience preferred.

**REPORTS TO:** Superintendent

**SUPERVISES:** Maintenance and janitorial staff

**ACCOUNTABILITY:** Performance evaluation annually

**SALARY:** 12 - Month Certified Salary Schedule

**TERMS OF EMPLOYMENT:** 12 - Month

**JOB GOAL:** To plan, initiate, supervise, and evaluate all maintenance services, programs, and employees in the district.

### **PERFORMANCE RESPONSIBILITIES:**

- Complete and return all forms, reports, proposals, budgets, evaluations, etc. by required dates.
- Oversee and coordinate all maintenance related issues for the district.
- Develop and coordinate programs to identify needs and possible solutions in auxiliary areas.
- Assume responsibility for growth in student learning.
  - ❖ Develop and meet two yearly performance goals which positively affect student achievement through job responsibilities.
- Initiate inservice training for applicable maintenance personnel.
- Oversee and coordinate all maintenance and construction initiatives for the district.
- Screen applications, interview, and process hiring recommendations for maintenance personnel.
- Establish schedules and guidelines for all district maintenance staff to follow which ensures the most efficient use of time and resources.
- Review maintenance personnel assignments in all schools and service areas and resolve conflicts which exist.
- Share the responsibility of correcting or assisting with any problems encountered by the Grant Parish School System.
- Attend board meetings and answer questions pertaining to the scope of building maintenance and construction

### **PROFESSIONAL RESPONSIBILITIES:**

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.

- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

