

## Auxiliary Services Director

### QUALIFICATIONS:

1. Administrative certification.
2. Successful experience in teaching and administration preferred.
3. Experience as a building level administrator required.
4. Such alternatives to the above qualifications as the Governing Board may find appropriate and acceptable.

**REPORTS TO:** Assistant Superintendent for Business Services

**SUPERVISES:** Director of Construction Supervision, Coordinator of Data Processing, Supervisors of Maintenance, Material Services, and Transportation Services.

**JOB GOAL:** To assist the Assistant Superintendent for Business Services in providing leadership for school construction, materials and maintenance and the operation of buses and data processing.

### PERFORMANCE RESPONSIBILITIES:

1. Implements district policies, regulations, operational procedures and specific directions from the Assistant Superintendent for Business Services concerning the operation of Auxiliary Services.
2. Supervises the Maintenance, Material Services, Technology Services, Transportation and Property Services to ensure the implementation of district policies and procedures in all of Auxiliary Services.
3. Evaluates the supervisors of Maintenance, Material Services, Technology Services, Transportation and the Director of Property Services.
4. Assists the Auxiliary Services staff in the planning and implementation of effective service and preventative maintenance programs for the Material Services, Maintenance, Transportation and Property Services.
5. Conducts regular staff meetings to coordinate the general operations of Auxiliary Services.
6. Prepares and issues appropriate communications to staff to facilitate the implementation of policy, operational procedures, and programs to support the district's educational programming.
7. Formulates proposals for development and revision of Board policies for Superintendent's review and action.
8. Studies, reviews, and develops administrative regulations and procedures and makes recommendations concerning them to the Assistant Superintendent for Business Services.
9. Works with district administrators to effect continuity and articulation of the Auxiliary Services programs in the district.
10. Ensures that the general philosophy and goals of the district are reflected in the programming of the educational facilities.
11. Assists in the planning and administration of staff development activities for Auxiliary Service.
12. Assists in the preparation and administration of the district budget.
13. Prepares and administers the budget of the Director of Auxiliary Services and supervises the departments of Auxiliary Services in the budgeting and expenditure of school funds.
14. Engages in on-going evaluation of facilities as it relates to the educational programming.
15. Consults with and keeps the Assistant Superintendent for Business Services informed of the status of all the Auxiliary Services programs of responsibility and communicates the requirements and needs of the district as perceived by staff members.
16. Participates in professional development activities with fellow administrators and other district personnel.
17. Serves as a member of the Superintendent's Cabinet and Council.
18. Attends Board Meetings, prepares and submits reports and other documents for the Board as requested.
19. Performs other related duties and assumes other responsibilities as assigned.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary and work year to be according to the current schedule as established by the Governing Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

**SALARY CLASSIFICATION:** Placement on appropriate salary schedule(s) will be according to experience and training.