



## Facilities Director

**E**stablished in 1998, the MSBO Voluntary Certification Program supports the ongoing professional development of school business officials. The program is a mark of distinction that reflects professional achievement and demonstrates a person's dedication to his/her profession.

### Benefits of Facilities Director Certification

The Facilities Director (CFD) certification:

1. provides access to information and training that is specific to Michigan law and regulation; and
2. provides a basis for advancing professionalism of Facilities Directors in Michigan schools.

### The CFD Program

MSBO certification courses provide a great deal of information in a short time. Most courses are "bulleted" information rather than in-depth training. They are intended to cover major points about their respective topics, offer an opportunity for questions and discussion, and provide resource information for future use.

Our recommended beginning course for Facilities Director Certification is Introduction to Facilities Management. Although anyone may benefit from this or other individual certification courses, the full program is generally intended for Facilities Directors in their first 1-5 years of employment. However, any person employed in Facilities operations who meets the stated requirements may receive Facilities Director Certification. There is no requirement for holding a particular position in a school district.

### Requirements

This program and the courses listed have been created and reviewed by the Facilities and Professional Development Committees of MSBO. An applicant for certification must be a member of MSBO.

Read the reverse side of this sheet for brief descriptions of certification courses that are offered through MSBO. In some circumstances courses from other sources may be counted toward MSBO certification. *Please be aware that some courses and/or requirements may change. MSBO and the committees that created this program continue to evaluate and make minor modifications as deemed appropriate.*



## MSBO Voluntary Certification Program

### MSBO's Certification Program Benefits:

- Provides access to information needed to succeed in your job
- Offers practical overviews of key areas of law, regulations and practices
- Identifies resources for in-depth and additional information that may be utilized at a later time
- Assures a quality curriculum is developed and monitored by the MSBO Professional Development Committee
- Uses experienced practitioners to teach classes
- Offers seminars at regular intervals and reasonable prices
- Uses adult learning principles and provides a learning environment where colleagues can share experiences and information

Go to [www.msbo.org](http://www.msbo.org) for more information about the MSBO Voluntary Certification Program for School Business Officials.

### Questions?

Contact Courtney Byam at 517.327.5937 or by e-mail at [cbyam@msbo.org](mailto:cbyam@msbo.org); or

Debbie Kopkau at 517.327.2587 or by e-mail at [dkopkau@msbo.org](mailto:dkopkau@msbo.org).

# Facilities Director (CFD) Course Descriptions

*Computerized Facility Management (3 hours):* Learn about the different options for computerization of the facility management functions, including: work order systems, utility tracking, preventative maintenance, space usage, and inventory.

*Custodial Operations (3 hours):* Understand custodial operations and learn best practices that focus on procedure manuals, scheduling and staffing, training, equipment and supplies, and service contracts.

*Effective Communications (3 hours):* Learn techniques and strategies to send clear messages, create credibility, and develop strategic communications programs that are effective for your school district.

*Emergency Preparedness Management (3 hours):* Identify, develop, and learn how to execute a plan for emergency management.

*Environmental Health and Safety (3 hours):* Major state and federal regulations and how they are blended with each other and their impact on facilities.

*Facility Planning, Design and Construction (3 hours):* Learn the principles in the planning and designing of educational facilities; options in methods of construction management; selection of design and construction professionals; and the bonding process, including laws, bidding requirement and record keeping.

*Financial Analysis (3 hours):* Provide facilities directors with ideas and terminology that can help them analyze and communicate issues in their operations from a cost perspective. We will cover life cycle costing concepts, but we'll also look at facilities benchmarks, energy management, marketing and reporting on the facilities department.

*Introduction to Facilities Management (3 hours):* An overview of educational facilities operation with a focus on several key areas. This class discusses the role of the Facilities Manager in the educational community and the impact of facilities in general on the learning and work environment. An outline of the legal and regulatory responsibilities will also be discussed.

*Maintenance Operations (3 hours):* An overview of maintenance operations, including: grounds, with a focus on preventative maintenance; scheduling and staffing; work order systems; and service contracts.

*Performance Evaluations for Personnel (3 hours):* Learn how and when to evaluate employees, what documentation should be placed in the employee's file and what type of follow-up should be completed. Examine discipline, discharge, and the probationary employee terms.

*Principles of Budgeting (Formerly Budget) (3 hours):* Learn principles of school budgeting and explain methods of establishing and maintaining a facilities or an operations budget. This session will also discuss major budget pressures that schools face, the role of collective bargaining in the budget, and how the public can affect the local school budget.

*Principles of Education (3 hours):* Understand the educational process, culture of schools, major learning theories, teaching methodologies, school improvement, design of in-service programs, and the structure and function of the principalship.

*Purchasing Overview (3 hours):* Basics of the purchasing function, including: related laws for bidding and purchasing; purchasing options; lease-purchase, partnerships, cooperative and performance contracting; and an overview of contract administration, reviewing contracts, and record keeping.

*Systems – HVAC, Electrical, and Technology (3 hours):* An overview of different systems and their components, and the working relationship between the different systems.

*Team Leadership (3 hours):* Learn how to match your leadership style with the culture of the organization. Matching leadership style to the cultural landscape will allow you to increase your productivity, decrease communication problems and strengthen your conflict management skills.

*Utilities and Energy Efficiency (3 hours):* Overview of the gas and electric utilities, including: services provided and deregulation; discussion of energy conservation options; and a method of financing.

*Wrap-up/Ethics (2 hours):* Celebrate completion of your certification program! Reflect on what you have learned and your role in the educational process and your school district. This class can be taken only if you are two classes or less from completing your certification (not counting the Wrap-Up/Ethics Session).

*Elective (6 hours):* Any course taken that is not required in this track, but is required in another.

**Total class time is 56 hours.  
Continuing Education hours are 90  
hours within a five-calendar-year  
period.**