



# ADDISON COMMUNITY SCHOOLS

219 Comstock • Addison, MI 49220

The mission of Addison Community Schools is to provide a well-balanced curriculum and learning environment, supplemented by enriching experiences in order for all learners to be successful.

## JOB POSTING

|                               |   |
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| Position:                     | Director of Operations  |
| Location:                     | Addison Community Schools   |
| Posting Date:                 | July 2, 2018  |
| Anticipated Start Date:       | July 30, 2018   |
| Qualifications:               | <ol style="list-style-type: none"><li>1. Appropriate educational background.</li><li>2. Demonstrated knowledge of the basic principles of construction, maintenance, security, grounds keeping, custodial operations, and employee safety.</li><li>3. At least three (3) years experience in a supervisory capacity.</li><li>4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.</li></ol>  |
| Performance Responsibilities: | <ul style="list-style-type: none"><li>• Recommends comprehensive short and long range planning and scheduling of maintenance and repair requirements of the district.</li><li>• Conducts a continuing program of staff training, safety awareness, and personnel development.</li><li>• Determines and establishes detailed specifications pertaining to supplies, materials, and equipment for the department.</li><li>• Assists in the preparation of specifications and makes recommendations for all contractual work within the district.</li><li>• Schedules the work of outside contractual firms. Inspects the work performance of such firms and reports to the Superintendent as to the status and completion of such work.</li><li>• Establishes and administers work schedules and procedures for the regular ongoing custodial care and maintenance of all building and grounds owned and/or leased by the Board of Education.</li><li>• Inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.</li><li>• Makes recommendations for hiring, assignment, and termination of employment of all personnel encompassed within this area of operations.</li><li>• Inspects all district owned vehicles and schedules for their maintenance with the appropriate outside vendor. Recommends the purchase of new and/or replacement vehicles and equipment.</li><li>• Maintains such personnel files and other records for the department as may be required.</li><li>• Supervises distribution of departmental supplies, materials, and equipment. Establishes inventory control and an appropriate security system to safeguard these items.</li><li>• Confers on a regular basis with the Superintendent regarding custodial and maintenance work and needs.</li><li>• Responds to immediate needs of the appropriate building administrator.</li><li>• Such other duties and responsibilities as set forth by the Board of Education and/or the Superintendent.</li></ul> |
| Method of Application:        | Interested and qualified applicants should submit a letter of interest outlining qualifications, resume and three current letters of recommendation by mail or email to <a href="mailto:guerras@addison.k12.mi.us">guerras@addison.k12.mi.us</a>  |
| Contact:                      | Superintendent Steven Guerra<br>Addison Community Schools<br>219 Comstock Street<br>Addison, MI 49220   |
| Deadline                      | July 13 <sup>th</sup> – 3:00 or Until Filled – Applications will be reviewed upon arrival and should therefore, be submitted as soon as possible.   |

### Notice of Nondiscrimination

The Addison Community School District does not discriminate on the basis of race, color, national origin, gender, age, marital status, height, weight, religion, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent, Addison Community Schools, 219 N. Comstock Street, Addison, Michigan 49220 (517)547-6900.