



\*This position will be evaluated by a locally developed evaluation instrument at least annually by the Superintendent or his designee. The evaluation will be based on these objectives.

JOB DESCRIPTION HEARD COUNTY SCHOOLS: <b>Director of Student Services</b>
---

REPORTS TO: Associate Superintendent

JOB OBJECTIVES:

1. Ensure that the building and grounds are safe, clean, and sanitary for the students and employees.
2. Assist with SPLOST projects/proposals after approval by the superintendent.
3. Attend Board of Education meetings to give updates on projects to the local board of education.
4. Work cooperatively with the superintendent, coordinator of maintenance, principals, cleaning services, and maintenance employees
5. Maintain adequate records, reports on all construction work and materials, and ensures best use of public funds
6. Assist in the development of bid specification to include furniture
7. Conduct bid openings
8. Assist in evaluating and procuring real estate
9. Administrative projects on a regular basis to include maintaining written reports
10. Recommend change orders
11. Maintain inventories of all plans and specifications in the system
12. Bid and supervise installation of separate contract items of fixed equipment
13. Investigate reports of trouble when projects are underway and insures that corrections have been completed.
14. Develop facility plans and procure state facilities funds
15. Ensure the quality condition of physical school plants and grounds
16. Ensure the safe and timely transport of students to and from school and to extracurricular events.
17. Ensure bus drivers are appropriately trained and certified.
18. Ensure activity bus drivers are properly trained.
19. Use innovative methods to actively recruit drivers.
20. Work with school administration to resolve problems of discipline concerning students while being transported.
21. Ensure appropriate accommodations for the transportation of special needs students.
22. Ensure appropriate insurance coverage and maintenance of all system owned vehicles.
23. Work with county agencies concerning safe transportation routes, school safety plans, emergency preparedness
24. Ensure appropriate accident investigation procedures are followed.
25. Ensure compliance with all Federal, State and Local laws and regulations. Maintain appropriate records.
26. Establish procedures for department operations and update handbooks appropriately.
27. Supervise, monitor and evaluate all maintenance and transportation personnel.
28. Promote maintenance and transportation department professionalism, employee motivations and teamwork.
29. Advise the Superintendent concerning budgetary items necessary in construction, renovation, and modifications of facilities and in transportation needs.
30. Administer the maintenance and transportation budgets.
31. Comply with Georgia Code of Ethics for Educators.

Board Approved 7/26/16

