

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Building Services Supervisor/ Special Schools	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	034 OSS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Direct the work of a custodial staff and, for a portion of their workday, Special Education Assistants in the performance of custodial tasks and is responsible for the operation, cleanliness, safety, and sanitary condition of the school plant.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Direct and coordinate the performance of all custodial duties assigned to custodians and special education assistants at the school. **E**

Perform special services for school staff, pupils, and the public using school facilities; develop, organize, and assign work schedules. **E**

Operate heating, ventilating, and lighting systems. **E**

Order, receive, store, and distribute instructional and custodial supplies. **E**

Direct custodial and paraprofessional staff in special cleaning tasks and in the maintenance of facilities and special equipment as required. **E**

Train custodial staff and may assist the site manager in developing periodic evaluations of paraprofessionals for the performance of custodial-related duties. **E**

Direct paraprofessionals in the performance of bus loading and unloading activities and the escorting of pupils to and from classrooms. **E**

Construct, repair, and modify wooden and metal equipment, toys, furniture, adaptive appliances, and other devices to accommodate special needs of children. **E**

Maintain list of, calls, and assign temporary staff to substitute for special education assistants unavailable for work. **E**

Order or obtain various non-stock items from local vendors to support special education needs at the site. **E**

May operate or direct the operation and maintenance of on-site laundry facilities.

May pick up and distribute items donated to the school.

May coordinate the distribution of meals brought to the site in food service vans.

May assist pupils and train paraprofessionals in caring for basic physical needs of handicapped children.

May monitor supply and other budget expenditures.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to twenty months (two school years) of satisfactory service in the class of Building Services Supervisor I or II, Senior Custodian Crew Leader, Custodian Crew Leader, or any combination thereof, preferably with some experience in a school for handicapped children.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods, materials, and equipment.
Heating, ventilating, and lighting systems.
Reading and writing English communication skills.

ABILITY TO:

Plan and organize efficient work schedules and in providing stock and supply room services.
Construct and modify special adaptive equipment.
Train and direct custodians and paraprofessionals in the performance of custodial and other related, non-instructional duties required at a school for handicapped children.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor school environment.

PHYSICAL REQUIREMENTS:

Good health, with strength and energy sufficient to maintain a rigorous work schedule involving continuous physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting heavy objects.

DISTINGUISHING CHARACTERISTICS:

Building Services Supervisor/Special Schools is distinguished from Building Services Supervisor classes in conventional schools in that duties include a variety of tasks in support of the physical and instructional requirements of handicapped children. This class differs from the next higher level of Senior Building Services Supervisor/Special Schools in that the degree of independence, variety, complexity of duties and coordination of non-instructional tasks assigned to paraprofessionals is limited by the nature of the program and/or scope of activities delegated by the principal.

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