

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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<b>TITLE:</b>	Senior Building Services Supervisor/Special Schools	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various Sites	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	040 OSS
<b>REVISED:</b>	March 28, 2003		

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**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. **E**

Develop, organize, and assign work schedule. **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. **E**

Direct paraprofessionals in the performance of bus loading and unloading activities and the escorting of pupils to and from classrooms as required. **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 at the site.

May pick up and distribute items donated to the school.

May assist the site manager in developing periodic evaluations of paraprofessionals for the performance of custodial-related duties.

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 ten months (one school year) of satisfactory service in the class of Building Services Supervisor/Special Schools or Building Services Supervisor III or by thirty months (three school years) 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. Senior Building Services Supervisor/Special Schools.

**LICENSES AND OTHER REQUIREMENTS:**

None.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Heating, ventilating, and lighting systems.  
Modern cleaning methods, materials, and equipment.  
Technical aspects of field of specialty..  
Reading and writing English communication skills.

**ABILITY TO:**

Construct and modify special adaptive equipment.  
Plan and organize efficient work schedules and in provide stock and supply room services.  
Operate standard office equipment including microcomputers and related software applications.  
Establish and maintain effective working relationships with others.  
Train and direct custodians and paraprofessionals in the performance of custodial and other related, non-instructional duties required at a school for handicapped children.

**DISTINGUISHING CHARACTERISTICS**

Senior 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 lower class of Building Services Supervisor/Special Schools in the greater degree of independence, variety, complexity of duties, and coordination of non-instructional tasks assigned to paraprofessionals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor settings.

**PHYSICAL REQUIREMENTS:**

Physical condition sufficient to maintain a work schedule requiring 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 a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

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