

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE           Coordinator, Business Support Services

QUALIFICATIONS

EDUCATION:	<u>Required</u>	M.A. or M.S.
	<u>Desirable</u>	Additional graduate work or degree(s)
EXPERIENCE:	<u>Required</u>	Three or more years of successful service , preferably in a school district capacity; a strong background in business and financial management.
	<u>Desirable</u>	Significant experience in public school administration with emphasis in business management.

PERSONAL QUALIFICATIONS:           Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent, Business Services, the Coordinator of Business Support Services shall be responsible for directing, supervising, coordinating and evaluating the following support services: Maintenance, transportation and risk management.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Coordinator of Business Support Services' job performance will be as follows:

1. The business services and facilities will have been effectively and efficiently maintained, cleaned and safe-guarded in accordance with standards and policies of the District and at the lowest possible long-term cost.
2. Students will have been transported to and from school safely on a timely basis and consistently in compliance with all applicable laws, regulations and Board policies.
3. Support service personnel employed by the District will have had appropriate screening to ensure that they possess the competence to fulfill the responsibilities of the job for which they were hired consistent with performance standards of the District.
4. A high quality district program of inservice will have been accomplished in a meaningful manner for classified employees.
5. Each member of the support service staff will have increased his/her competence each year in an appropriate and adequate manner.

6. A proper and appropriate communication system between departments and classified employees will have been accomplished in a meaningful manner.
7. An effective and efficient disaster preparedness program will have been initiated in an able fashion and coordinated with city, county, state and federal agencies.
8. The reporting systems for accidents to people and damage to property will have been accomplished in an efficient manner.
9. Effective anti-vandalism systems will have been initiated and in place on school sites and coordinated with school managers.
10. The requisitioning and purchasing of appropriate maintenance and operations supplies and equipment for the District will have been adequately coordinated.
11. All reports required or requested of the Business Services Department will have been appropriately directed and efficiently coordinated.
12. Cooperative ventures with other governmental, civic and private agencies as related to business services will have been ably coordinated and directed.
13. Efforts to obtain outside resources, through federal and state projects which can be applied to the Business Services Department will have been appropriately and effectively directed, coordinated and evaluated.
14. Workers' Compensation policies and programs, including limited duty, will be implemented and adequately supervised.
15. The planning and monitoring of facility renovation/construction, including interface with architects, building inspectors, field superintendents, general contractors, etc., will be ably coordinated and appropriately supervised.
16. The overall business functions of the Coordinator of Business Support Services of the District will have been capably directed and coordinated.
17. Assistance in the design and implementation of district projects will have been ably coordinated and developed.
18. A high level of awareness regarding all laws, regulations, statutes, rules and policies affecting the business aspects of the District will have been consistently maintained and the information accurately interpreted.
19. Assigned classified personnel will have been adequately supervised and appropriately evaluated.
20. Timely and effective communications regarding incidents and/or situations which might impact the District, its divisions or its schools will have been consistently provided to appropriate district office/school personnel.
21. Active and consistent efforts will have been made to maintain or improve the external and internal image of the District, its divisions and its schools.

22. Significant Annual Objectives deemed appropriate by the supervisor will have been established.
23. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
24. Other duties assigned by the supervisor will have been effectively accomplished.

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