

**TITLE:**                      **DIRECTOR (Support Services)**                      **FLSA: EXEMPT**  
**(Facilities/Risk Management/Food Service)**

**QUALIFICATIONS:**

1. Master's degree from an accredited college or university with certification in Educational Leadership or Administration and Supervision.
2. Minimum of five (5) years of appropriate experience.
3. Such additional or alternative qualifications as the Board may find appropriate and acceptable.

**REPORT TO:**                      Sr. Director of Business & Institutional Services

<b><u>JOB GOAL:</u></b>	Provide leadership in the development and improvement of Risk Management, Food Service, Facilities, and Custodial Services to ensure a high level of quality support services.
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**SUPERVISES:**                      Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \* 1. Daily administration of the district's Food Service, Facilities, and Risk Management departments, including implementation of district policies, departmental budgets, operations, and custodial services as required.
- \* 2. Prepare required district, state, and federal reports relating to operations of the Food Service, Facilities, and Risk Management Departments.
- \* 3. Direct the Food Service program in accordance with USDA and State Food and Nutrition regulations to include allocation of employee hours, equipment needs, menus, ordering of food and non-food items, bid processes, review of meal applications, purchase of equipment, commodity allocation, and the operation of all food services in the district.
- \* 4. Administer the district wide wellness program which includes the wellness committee, safety inspections, training, accident prevention, and loss control programs as well as other components.
- \* 5. Manage and administer all insurance policies and self-insured funds. Ensure coverage for all exposures, monitor changes in insurance needs during policy year, and determine need and market for future years.
- \* 6. Assist with insurance negotiations including RFP selection of insurance brokers and carriers, evaluate bids and make recommendations. Negotiate all renewal contracts with brokers, carriers, and Third Party Administrators (TPA), monitor said companies for effective handling of the district's exposures.
- \* 7. Act as liaison between insurance companies and district departments and employees, compile statistical data for reports to insurance companies, actuaries, and departments in the organization.
- \* 8. Supervise and coordinate the acceptance, processing, investigation, and evaluation of all insurance claims, including workers compensation. Represent the district in trials and mediation hearings and assist legal counsel with investigation of all suits against the district.
- \* 9. Review Contracts/leases to ensure insurance requirements are adequate; recommend policy or guidelines for indemnification and insurance requirements and consult with legal counsel as needed; review contracts and agreements to identify and rectify deficiencies.
- \* 10. Develop policies and procedures for Board approval related to risk reduction and funding.
- \* 11. Administer the Drug Free Workplace program and coordinate random and post-accident drug testing.
- \* 12. Assist in planning for new construction by participating in preconstruction planning conferences, coordinating required activities with the project architects, and performing liaison functions in all matters requiring Department of Education approval (i.e. plan approval, State Requirement for Educational Facilities {SREF}, etc.)
- \* 13. Supervise, coordinate, and evaluate all School Board employed construction and maintenance workers.
- \* 14. Supervise a quality control program for materials used in new construction and maintenance.
- \* 15. Investigate reports of faulty workmanship or materials in new construction and maintenance, and take appropriate action under the terms of the guarantee.
- \* 16. Serve as a liaison to municipalities the Board of Sumter County Commissioners, the development community, and others to share school capacity and enrollment information and to review proposed growth and potential impacts of student enrollments on school capacities and infrastructure needs.
- \* 17. Make recommendations on time extension request, assessment of liquidated damages, and review color schemes submitted by contract architects.
- \* 18. Maintain necessary records and prepare periodic reports for construction and maintenance.

- \* 19. Examine school buildings in consultation with the principal, custodians, or designees on a regular basis for needed repairs and maintenance.
- \* 20. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the district.
- \* 21. Assist with safety issues and ensure that safety items are communicated and resolved in a timely and efficient manner.
- \* 22. Direct the development and implementation of school district growth management plans.
- \* 23. Serve as an intradepartmental director for the school district to collect and analyze information related to short term and long term school construction planning, school site selection, and other areas to provide optimum school capacity for students.
- \* 24. Coordinate requisite Department of Education submittals and other mandatory statutory submittals pertaining to educational facilities and capital outlay planning, including educational plant surveys, Florida Inventory of School Houses (FISH), and the District Five Work Program.
- \* 25. Coordinate the School District program of energy management.
- \* 26. Assist in all shelter operations and insure readiness of shelter sites.
- \* 27. Provide guidance and oversight as needed in the area of quality control and planning in the custodial services area.
- 28. Perform other duties as may be assigned by the superintendent or supervisor.

### **PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.