



BRADFORD COUNTY SCHOOL DISTRICT

STACEY SHUFORD CREIGHTON, SUPERINTENDENT

501 W. WASHINGTON STREET • STARKE, FL 32091 • 904.966.6800

WORKSHOP

6:00 P.M. FEBRUARY 25, 2019

1. REVISED JOB DESCRIPTIONS

Mechanic

Mechanic I

Coordinator, Adult and Career Education

Supervisor, Facilities and Maintenance

2. ALICE Training Institute

3. ALLOCATIONS

4. OTHER PERTINENT INFORMATION AND CONCERNS

The **ALICE** program empowers individuals to participate in their own survival using proactive response strategies in the face of violence. The program is designed to ensure anybody can employ the strategies. Young, old, male, female, it does not matter. Individuals do not have to be a police officer or military trained to survive a violent encounter.



Alert is your first notification of danger. It is recognizing the signs of danger and receiving information about the danger from others.



Lockdown: If Evacuation is not a safe option, barricade entry points. Prepare to Evacuate or Counter if needed.



Inform: Communicate real time information on shooter location. Use clear and direct language using any communication means possible.



Counter: As a last resort, create noise, movement, distance and distraction to reduce the shooter's ability to shoot accurately.



Evacuate: When safe to do so, run from danger using non-traditional exits if necessary. Rally points should be predetermined.

Remember, there are no guarantees in an active shooter or violent intruder situation. Just as in most other emergency situations the more you prepare, the better your chances of survival.

1,000,000
Individuals Trained

17,500+
ALICE Certified
Instructors

4200
Police/LE
Departments

4200
K12 School
Districts

3055
Businesses

950
Higher
Education
Institutions

1640
Individuals/
Families

480
Houses of
Worship

1300
Healthcare
Facilities

280
Non-Profit
Agencies

760
Government
Agencies

ALICE[®]

ALICE Training has been adopted by businesses, healthcare facilities, schools and organizations across the nation to prepare employees, staff, students, and individuals how to participate in their own survival in the face of violence.

ALICE
TRAINING INSTITUTE

CERTIFICATE OF TRAINING

AWARDED TO:

David Harris

Who has successfully completed the:
ALICE Instructor Certification


Greg Crane
President & Founder, ALICE Training Institute

February 14, 2019 February 14, 2021

Issue Date Expiration Date

Consisting of: **16 hours on-site training, 1 hour online testing**

CERTIFIED INSTRUCTOR

CERTIFICATE NUMBER: **2Q49NGNW**

SCHOOL DISTRICT OF B.RADFORD COUNTY

JOB DESCRIPTION

COORDINATOR, ADULT AND CAREER EDUCATION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution
- (2) Certified in Educational Leadership.
- (3) Minimum of three (3) years teaching experience in a career and technical and/or adult education

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively orally and in writing. Listening Skills. Ability to use problem-solving skills. Knowledge of trends and research in CTE / applied technology curriculum and instruction. Knowledge of current trends and research in adult education. Knowledge of program planning, development, implementation and evaluation. Skills in management and supervision. Exhibits knowledge of Principal Competencies.

REPORTS TO:

Director, Career and Technical Education

JOB GOAL

To assist the Principal with administrative and instructional functions, development and implementation of programs and school improvement initiatives, and enhancement of business and community relations to meet the educational needs of students and to carry out the mission of the school and District.

SUPERVISES:

Instructional, Support and Service Personnel as assigned by the Director

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist the Director in administering the operations of the school in accordance with the policies of the School Board.
- * (2) Supervise the school's educational program.
- * (3) Assist with the development and implementation of the school's School Improvement Plan in accordance with county-wide guidelines.
- * (4) Establish and maintain an effective learning climate in the school.
- * (5) Maintain high standards of students conduct and enforce discipline as necessary, according to due process of the rights of students.
- * (6) Assume the responsibility for the safety, security, and maintenance of the school plant.
- *(7) Prepare school reports for the District office.
- *(8) Provide in-service training for school staff.
- *(9) Consult with and coordinate the services of resource personnel so that all classroom teachers may receive effective assistance.
- *(10) Evaluate the school's staff as assigned by the Director.

COORDINATOR, ADULT AND CAREER EDUCATION

(Continued)

- *(11) Study the educational needs of the community served by the school and help develop plans for meeting them.
- *(12) Ensure compliance with policies and procedures of various accrediting agencies; i.e., licensing boards and governmental agencies.
- *(13) Assist with developing and maintaining the budget (internal and county), replacement and equipment money, and the expenditure of school funds.
- *(14) Assist in resolving performance related concerns with staff and students.
- *(15) Maintain and organize flow of administrative paperwork as needed by the school, District Office or State agencies.
- *(16) Assume full responsibility for the school when the Director is absent from the building.
- *(17) Interview applicants and make recommendations for employment.
- *(18) Coordinate school curriculum with District and State guidelines and act as a liaison between District and school staff.
- *(19) Oversee master schedule and teacher reports.
- *(20) Visit classrooms for purposes of teacher assessment and instructional improvement.
- *(21) Manage building use and scheduling of the building.
- *(22) Work with other educational groups, businesses, and State agencies.
- *(23) Provide coordination for the District's adult and community education programs, including adult basic, GED, high school equivalency, and fee supported.
- ***(24) Coordinate GED testing in the District.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium :Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 5

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

SUPERVISOR, FACILITIES AND MAINTENANCE

QUALIFICATION:

- (1) Bachelor's degree from an accredited educational institution in a related field, or
- (2) (5) Years of supervisory experience in construction, facility maintenance, or associated functions.
- (3) Experience construction and/or maintenance.
- (4) Experience in school building administration, facility planning, plant management. Architecture or related area.
- (5) Satisfactory background check and drug screening.

KNOWLEDGE AND ABILITIES:

Knowledge of Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements. Knowledge of transportation operations, including County, state and federal transportation regulations. Knowledge of computer systems in relation to transportation services. Knowledge of current industry trends. Skill in personnel supervision. Ability to conduct accident investigations. Ability to manage departmental budget and finances. Knowledge of geography of the area. Knowledge of the Interrelationship of the school system divisions. Ability to provide leadership and management essential to position. Ability read and interpret architectural drawings and specifications. Knowledge of all construction trades. Ability to communicate orally and in writing. Ability to use computers and related technology. Knowledge of technology applications as they relate to the maintenance department.

REPORTS TO:

Assistant Superintendent

JOB GOAL

To provide a clean well maintained environment to support the teaching/learning process and to enable each student to take full a vantage of the complete range of curricular and extracurricular activities offered by the district by providing safe, efficient and professional transportation services

SUPERVISES:

Assigned Personnel

Service Delivery

- *(1) Direct and supervise department staff.
- *(2) Supervise and coordinate a comprehensive program of school plant maintenance that will ensure a safe, clean, attractive and pleasant school atmosphere.
- *(3) Implement a program that provides for regular preventive maintenance.
- *(4) Implement an efficient system for dealing with emergency repair problems.

SUPERVISOR FACILITIES AND TRANSPORTATION (Continued)

- * (5) Organize the assignment and supervision for all maintenance coordinators.
- * (6) Develop cost estimates and recommend priorities on repair projects.
- * (7) **Recommend** the hiring of contractors to perform m a i n t e n a n c e or repair services when appropriate.
- * (8) Recommend outside firms for maintenance specialized projects and/or equipment.
- * (9) Develop and oversee an annual budget for maintenance and environmental compliance.
- * (10) Develop and coordinate short- and long-range plans for the maintenance of School Board facilities.
- * (11) Plan, organize and direct pupil transportation, vehicle maintenance and inspection for the District.
- * (12) Assist with maintaining cost records on all vehicles, including gasoline, parts, labor, and inspections.
- * (13) Assist with the driver training program for all employees driving school vehicles and other programs to enhance the level of transportation services.
- * (14) Administer the department in accordance with all relevant statutes, state regulations, applicable School Board policy and administrative directives.
- * (15) Conduct accident investigations.
- * (16) Assist to ensure bus operators maintain all required qualifications
- * (17) Verify and authorize department payrolls.
- * (18) Assist in the developments of student transportation schedules and driver assignments.
- * (19) Assist with the acquisition, use and accounting equipment, parts, supplies, and fuel used in transportation department.
- * (20) Assist with transportation Florida Education Finance Program (FEFP) reporting to ensure and timeliness.
- * (21) Assist with the acquisition and disposal of buses and other vehicles.
- * (22) Assist with the Direct routing and scheduling of buses and review bus stop locations for safety and efficiency.
- * (23) Assist with continuous programs to recruit and train bus operators and assistants.
- * (24) Ensure compliance with state statutes, rules, regulations and School Board policy relating to maintenance, construction and transportation!

Inter/Intra-Agency Communication and Delivery

- * (25) Serve as the management representative, in union-related matters impacting transportation and maintenance services personnel.
- * (26) **Interact** with parents outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (27) Respond to inquiries and concerns in a timely manner.
- * (28) Keep supervisor informed of potential problems unusual events.
- * (29) Serve on district, state or community councils or committees assigned or appropriate.
- * (30) Provide Oversight and direction for cooperative planning with other agencies.
- * (31) Assist the interpretation of programs philosophy and policies of the district to staff, Student parents and the community.

- *(32) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth an Improvement

- *(33) Maintain a network of peer contacts through professional organizations.
- *(34) Keep and disseminate information about current research / trends and best practices in area of responsibility.

RVISO

- *(35) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(36) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(37) Participate in state training programs and courses to increase the level of transportation services.
- *(38) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

Systemic Functions

- *(39) Assist in developing and maintaining safety standards consistent with state and Insurance regulations.
- *(40) Assist in developing a program of preventive safety for buildings and grounds personnel.
- *(41) Assist with the annual transportation budget and monitor its implementation as required.
- *(42) Assist with periodic studies for the purpose of improving the delivery of transportation services.
- *(43) Assist in the development of policies and procedures for transportation services.
- *(44) Assist in the determination of locations for instructional programs and school centers.
- *(45) Participate with principals and others on matters related to contract procedures, disputes or disciplinary problems involving union support personnel.
- *(46) Plan for general and specialized training to enhance the ability of employees and to serve the district.
- *(47) Represent the district in a positive and professional manner.
- *(48) Supervise assigned personnel, conduct annual performance appraisals and make for recommendations appropriate employment actions.
- *(49) Prepare or assist in the preparation of all required reports and maintain all appropriate annual goals and objectives consistent with and in support of district goals and priorities.
- *(50)

Leadership and Strategic Orientation

- *(51) Provide leadership and direction for assigned areas of responsibility.
- *(52) Provide leadership and guidance in the development of annual goals and objectives
- *(53) Assist implementing the district's goals and strategic commitment.
- *(54) Exercise proactive leadership in promoting the vision and mission of the district.
- *(55) Set high standards and expectations and promote professional growth for self and others.
- *(56) Utilize appropriate strategies and problem-solving tools to make decisions regarding Planning, utilization of funds, delivery of services and evaluation of services provided.
- *(57) Collaborate with executive director, other departments and agencies, and contribute to the planning and operation of the district.

- *(58) Demonstrate Initiative in identifying potential problems or opportunities for Improvement and take appropriate action. .
- *(59) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment. .
- *(60) Perform other tasks consistent with the goals and objectives of this position.

SUPERVISOR FACILITIES AND MAINTENANCE (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERM OF EMPLOYMENT:

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