



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Building and Compliance Director

QUALIFICATIONS:

- Holds a supervisory or administrative certificate
- Minimum of three (3) years experience as a school administrator
- Ability to plan and organize multiple tasks
- Ability to develop organization plans to meet state mandated compliance guidelines
- Strong communication skills and professional attitude

PRIMARY FUNCTION: To provide all students and staff with a physical environment that is safe, clean, attractive, pleasant and operationally sound. Develop and implement monitoring plans which meet state standards and provide a safe learning and teaching environment.

REPORTS TO: Superintendent & Business Administrator/Board Secretary

SUPERVISORY RESPONSIBILITY:

All custodial personnel in consultation with business administrator and as appropriate with building principals and other appropriate administrative staff.

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Recommends the recruitment employment, assignment transfer, promotion, demotion, or dismissal of custodial personnel
- B. Organizes and implements an orientation program on proper operation and cleaning of school facilities for department personnel and conducts a continuing program of staff training and professional development
- C. Maintains department personnel and other necessary records as required.



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- D. Coordinates daily schedules and department vacation schedules that minimizes the smooth flow of daily operations
- E. Perform, delegate and monitor the inspection of all assigned cleaning areas, and painting as directed, common to the industry.
- F. Maintains a coordinated inventory control program for the custodial department
- G. Works directly with district professionals – faculty and administration – to develop state mandated compliance plans or other plans as directed by the superintendent or business administrator
- H. Works with local, county, and state police and fire professionals to develop and ensure safe evacuation and emergency plans for all school facilities
- I. Inspects all buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained
- J. Reviews regularly all security precautions and procedures and recommends additions, changes, or reductions in service as appropriate
- K. Shall perform any other duties as assigned by the superintendent of schools and school business administrator

TERMS OF EMPLOYMENT: Twelve-month position; salary, benefits, and work year established by the Board of Education

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board of Education's policy

BOE Approved Date:
BOE Review Date: