



ADMINISTRATIVE PROCEDURE 484
DIRECTOR – FACILITY SERVICES
ROLE AND RESPONSIBILITY STATEMENT

Background

Guided by the Division's mission statement, vision statement, beliefs, and statement of values the Director – Facility Services will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in provincial statute, Alberta Education Policy, and Board Policy.

Procedures

The Director – Facility Services will report directly to the Assistant Superintendent – Business Services and will have specific responsibilities for:

1. Leadership Practices
 - 1.1 The Director - Facility Services is viewed positively and has the support of those with whom he/she works most directly in carrying out his/her responsibilities.
 - 1.2 Actively demonstrates and subscribes to the practice of leadership.
 - 1.3 Works collaboratively with the Assistant Superintendent - Business Services.
 - 1.4 Works to achieve goals approved by the CEO for the Department and the Division.
 - 1.5 Monitors the achievement of the goals established for the Department and the Division that are related to the duties of this position.
 - 1.6 Develops and implements a personal professional development plan for his/her ongoing professional improvement.
 - 1.7 Works with the Superintendent to develop and implement strategies within the AEP/PERT planning process for enhancing student learning and building leadership capacity across the organization.
 - 1.8 Works with the schools and departments to implement strategies for enhancing student learning.
 - 1.9 As required, supports and advocates for implementing professional learning teams.

- 1.10 Provides supervision, evaluation, and supports to individuals reporting to this position.
 - 1.11 Provides leadership in the planning and implementation of Occupation, Health & Safety and Emergency Preparedness.
2. Facility Services
 - 2.1 Achieves the goals established for the Department of Facility Services and the Division.
 - 2.2 Monitors the achievement of the goals established for the Department of Facility Services and the Division.
 - 2.3 Directs that corrective action be taken in the Department of Facility Services for goals that have not been achieved and monitors the corrective action.
3. Personnel Management
 - 3.1 Manages Department of Facility Services personnel.
 - 3.2 Deploys and supervises all Department of Facility Services staff and contractors.
 - 3.3 Plans for and implements Department of Facility Services in-service programs.
 - 3.4 Implements all safety and building code requirements.
4. Fiscal Responsibility
 - 4.1 Plans, develops, monitors and directs the Department of Facility Services budget.
 - 4.2 Acquires, modifies, monitors and maintains the physical assets of the division.
5. Policy
 - 5.1 Provides leadership in the development of Board policies and administrative procedures, as assigned by the Assistant Superintendent – Business Services.
6. Other Duties and Obligations
 - 6.1 Performs other duties and obligations as assigned by the Assistant Superintendent – Business Services.

Reference: Section 60, 61, 113, 116, 117 School Act

Developed: November 2005

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