

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HIGH SCHOOL SITE SUPERVISOR

BASIC FUNCTION:

Under the direction of the High School Principal, assist in developing, monitoring and controlling the school's operating budget; inspect grounds, building and equipment maintenance activities to assure standards of cleanliness, safety, appearance, and efficiency; coordinate work assignments and activities of assigned classified employees; and train, supervise and evaluate assigned personnel.

REPRESENTATIVE DUTIES:

Assist in compiling school budget; maintain controls for budgetary balances for departments; expedite purchases, work orders, transportation requests; justify site budget with District records; make budget transfers as directed. *E*

Approve instructional and noninstructional purchases at site level; receive and inspect incoming supplies from vendors and District warehouse; distribute supplies to end users. *E*

Coordinate activities with master calendar; coordinate daily setups and athletic events with appropriate personnel. *E*

Coordinate and approve outside use of facilities; assign appropriate personnel as needed. *E*

Coordinate and supervise the custodial, grounds, building and equipment maintenance activities of assigned school plant; confer with principal and others to assess and determine needs and plan for adequate facilities maintenance. *E*

Train, supervise and evaluate assigned classified personnel; schedule and monitor work hours; review work completed to assure health and safety standards are met; recommend reassignment and enforce and administer disciplinary actions according to established guidelines and procedures. *E*

Coordinate and record site inventory of equipment, furniture, textbooks, and lockers. *E*

Coordinate with contractors and District-approved consultants for the scheduling of construction projects and problem-solving documentation issue. *E*

Maintain records related to budget and equipment inventories, maintenance, and other records and prepare reports as assigned. *E*

Assist with plant security by notifying appropriate authorities concerning intruders or potential threats to security of facilities and grounds or safety of personnel. *E*

Coordinate and lead the school-wide Disaster Preparedness Program; assist with testing programs, and other school-wide programs. *E*

Responsible for the implementation of classroom conversion including movement of heavy objects and inventory for successful classroom setup. *E*

Maintain various records relating to keying systems, labor, materials, and work orders; maintain inventory of keys and related hardware. *E*

Attend a variety of meetings as appropriate; conduct meetings as required. *E*

Operate a variety of equipment including typewriter, computer, copier, adding machine, electrical cart, and two-way radio. *E*

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Participate in the supervision of athletic events, school activities, and school programs both on and off the site. *E*

Prepare written reports as required. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Budgeting methods and practices.

Financial and statistical record keeping techniques.

Oral and written communication skills.

Policies and objectives of assigned classified activities.

Custodial and grounds maintenance equipment and supplies.

Office supplies and equipment.

Applicable sections of State Education Code and other applicable laws.

Requirements of maintaining school buildings and grounds in a safe, clean, and orderly condition.

Health and safety regulations.

Basic principles of training and supervising employees.

CPR, First Aid, disaster preparation.

ABILITY TO:

Assist in developing, monitoring, and controlling school's operating budget.

Inspect custodial, grounds, building and equipment maintenance activities to assure standards of cleanliness, safety appearance and efficiency are met.

Coordinate work assignments and activities of assigned classified employees.

Train, supervise, and evaluate assigned personnel.

Schedule, assign, and review the work of others.

Maintain records and prepare reports.

Operate a variety of equipment including typewriter, computer, copier, adding machine, electric cart, and two-way radio.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration or related field and three years increasingly responsible office experience; work experience in a public high school is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

Bending, pushing, moving, and lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, hearing and speaking to exchange information.