



NEW: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR EARLY CHILDHOOD OPERATIONS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II/Grade 6
WORK YEAR:	230 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8013
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Serves as liaison between Early Childhood department and other JCPS departments and schools to ensure that facilities are in compliance with applicable state and federal early childhood requirements.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Collaborates with appropriate JCPS personnel regarding facility, environmental, and safety related issues. Reviews, analyzes, and interprets federal and state regulations regarding facilities, safety and related areas; coordinates and monitors routine playground maintenance
- Consults with building administrators to ensure physical classrooms meet state and federal requirements and regulations
- Assists in identifying building modification needs and monitor completion of approved projects
- Reviews project plans and specifications with vendors/contractors
- Ensures that work orders/maintenance requests are submitted as needed
- Coordinates the relocation of classrooms and offices as needed between buildings -
- Conducts facility inspections to monitor compliance with state and federal regulations and reports concerns to the appropriate department for correction
- Coordinates maintenance of department owned vehicles and maintain list of authorized drivers
- Maintains departmental records for area of responsibility
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field
- Demonstrated competent language skills
- Three (3) years of successful experience in facility management
- Program specific certifications/training
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Demonstrated knowledge of computer operations and functions

Playground inspection certification
Knowledge of OSHA practices
Knowledge of federal and state building codes and regulations
Experience in a diverse workplace