

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Job Description**

**TITLE:** Athletic Administrator

**QUALIFICATIONS:**

**Education /Certification**

- Maine Department of Education Athletic Director certification (215) or equivalent/State of Maine Administrator Certificate.

**Special Knowledge/Skills**

- Successful experience working in a leadership role as an educator or coach
- Demonstrated ability in working with high school age students and their parents
- Knowledge and experience in team problem solving process
- Previous experience as a high school or middle school coach

**REPORTS TO:** High School Principal

**SUPERVISES:** Cape Elizabeth School Department Athletic programs

**JOB GOAL:**

To use leadership, supervisory, and administrative skills to develop, maintain, and improve the athletic program for the students of the Cape Elizabeth School Department.

**PERFORMANCE AREAS:**

- **Administration/Organizational Management** – The ability to practice participatory management; possession of good organizational skills and the knowledge of effective administration of an athletic program.
- **Budgeting Management** – The ability to effectively and efficiently utilize and manage the athletic facilities through a working knowledge of athletic finance, such that the needs of the athletic program can be effectively represented in the budgeting process, including budget development, acceptance, and implementation.
- **Communications** – The ability to articulate effectively, both orally and in writing, the successes and needs of the athletic program with the school board, school administration, superintendent, staff, students, parents, and the general public - in large and small groups and with individuals.
- **Community Relations** – The ability to relate positively to the public; a view of the athletic/school relationship as a partnership; recognition of the need to be visible and active at athletic events and understanding the importance of considering school and community needs and wants.

Job Description  
Athletic Administrator

- **Educational Leadership** – The ability to inspire, motivate, guide and direct coaching staff in setting and achieving the highest standards of sportsmanship in athletics for the school and district.
- **Involvement in School and Community** – The ability to perform responsibilities as a visible presence at athletic events, participating in and attending other school events to the extent possible.
- **Personnel Management** – The ability to recognize program staffing needs, to perceive in coaching candidates the potential for suitability, and to contribute to an effective recruitment/selection/retention process.
- **Professional Development** – The ability to contribute to the development and implementation of professional growth and staff development programs that raise both aspirations and expertise.
- **Supervision/Evaluation** – The ability to supervise and evaluate coaches and all activities through knowledge and the commitment to contribute to the improvement of programs in general.

**SPECIFIC PERFORMANCE RESPONSIBILITIES MAY INCLUDE BUT ARE NOT NECESSARILY LIMITED TO:**

- **Administration/Organizational Management**
  - √ Plan, organize, and direct (or oversee/approve) implementation of all school athletic activities.
  - √ Work with other members of the leadership team (central office and other administrative staff) on matters and issues related to facility use, transportation, and schedule impact.
  - √ Collaborate on a regular basis with the Community Services Director regarding programmatic and systematic issues.
  - √ Provide for the athletic transportation needs of both the high school and middle school athletic programs.
  - √ Assume responsibility for all required MPA forms and the like.
  - √ Maintain a current accurate inventory of all equipment and uniforms.
  - √ Schedule athletic contests and activities within established league and MPA guidelines to best meet the program needs.

Job Description  
Athletic Administrator

- ✓ Maintain high standards of athletic conduct and sportsmanship, and enforce discipline as necessary, affording appropriate due process to students and parents.
  - ✓ Assign site supervisor in the absence of the athletic administrator.
  - ✓ Establish positive guides for proper athlete conduct and the maintaining of fair, consistent discipline.
  - ✓ Maintain an environment that promotes good sportsmanship at all athletic events.
  - ✓ Supervise the maintenance of facilities that abides by all regulations and safety requirements.
  - ✓ Conduct coaches' meetings as necessary for the proper functioning of the program.
  - ✓ Participate in league meetings, MPA meetings, and in such other meetings as may be required or appropriate.
  - ✓ Provide for appropriate officials, timers, scorers, and the like for proper game and practice organization.
  - ✓ Be aware of student, school, and community conflicts when scheduling events.
- **Budgeting/Facilities and Program Management**
    - ✓ Prepare and submit the athletic budgetary requests, and monitor expenditures of allotted funds.
    - ✓ Supervise the maintenance of all required athletic forms and reports.
    - ✓ Oversee appropriate accounting and control of school funds, gate receipts, student participation fees, booster accounts, and athletic activities accounts.
    - ✓ Collaborate with the Community Services Director to assume responsibility for the safety and administration of all athletic facilities.
    - ✓ Provide for adequate inventorying of athletic program equipment , and for the securing of and accountability for that property.
    - ✓ Seek input from coaches and Extra-Curricular Committee regarding budget requests.
  - **Communications**
    - ✓ Keep the Principals and Superintendent informed of the school's activities and issues.
    - ✓ Publicize schedules of games and events.

Job Description  
Athletic Administrator

- √ Respond to written, oral, and electronic requests for information from appropriate sources.
- √ Maintain an open door policy for parents, coaches, and athletes.
- √ Develop and implement a plan for communicating with parents of athletes on a regular basis.
- **Community Relations**
  - √ Inform all Booster organizations of related policies and procedures of the School Board and oversee compliance with said policies and procedures.
  - √ Act as liaison between the school and the community, interpreting athletic activities and policies of the school and encouraging community support in athletic events.
  - √ Work with the Superintendent to plan and schedule the Booster Organization Coordinating Committee meetings.
  - √ Assume responsibility for all official school correspondence and information pertaining to the athletic department.
- **Educational Leadership:**
  - √ Assume leadership role in long term planning with regard to new programs and the overall direction of the program.
  - √ Establish and maintain a school climate that enhances good sportsmanship and sound coaching principles.
  - √ Lead and monitor the development and appropriateness of the athletic program.
  - √ Assume responsibility for the interpretation and implementation by the coaching staff of all school board policies, administrative procedures/regulations, and coaches' handbook.
  - √ Serve as a member of such committees and attend such meetings as the principals and/or superintendent may direct.
  - √ Promote the Philosophy and Beliefs of the Cape Elizabeth Athletic Program as adopted by the Cape Elizabeth School Board.
- **Educational Renewal**
  - √ Assist in the organizing of athletic renewal efforts and strategic planning.

Job Description  
Athletic Administrator

- ✓ Work with building principals and team leaders to design meaningful ways to monitor the implementation of improvement programs and strategies for athletics.
- ✓ Keep abreast of athletic program changes and developments by attending appropriate meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field of athletics.
- **Involvement in School and Community**
  - ✓ Maintain active relationships with students and parents.
  - ✓ Participate in special events to recognize athletic achievement.
  - ✓ Establish and maintain relationships with local community groups and individuals:
    - To foster understanding and solicit support for overall athletic program objectives and programs; and
    - To interpret school building policies and procedures as they relate to athletics.
- **Personnel Management**
  - ✓ Coordinate personnel needs with appropriate members of the administrative team.
  - ✓ Recommend new coaches or renewal of coaches to the superintendent.
  - ✓ Participate in the recruiting, screening, nominating, training, assigning, and evaluating of coaches.
  - ✓ Discuss, mediate, and resolve individual student athlete problems.
  - ✓ Provide for the orientation of new coaches to familiarize them with the Coaches' Handbook.
- **Professional Development**
  - ✓ Orient newly assigned coaches and assist in their development, as appropriate.
  - ✓ Assume responsibility for monitoring own professional growth and development through participation in professional organizations, through attendance at regional, state and national meetings, through enrollment in advanced coursework and the like.
  - ✓ Review and discuss at least annually the philosophy, beliefs, and contents of the Coaches' Athletic Handbook.
- **Supervision/Evaluation**
  - ✓ When possible provide mentors for newly assigned coaches.

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Athletic Administrator

- ✓ Assume responsibility for supervision of all coaches assigned to the program.
  - ✓ Supervise the coaching practices and take corrective action as appropriate.
  - ✓ Assume responsibility for evaluating and counseling of all coaches regarding individual and group performance.
  - ✓ Provide access for certification workshops so all coaches meet requirements.
  - ✓ Recommend, according to established procedures, the dismissal or non-renewal of a coach whose performance is unsatisfactory.
  - ✓ Assume responsibility for the supervision and evaluation of the school district's athletic program.
  - ✓ Analyze and discuss parent feedback surveys with coaches and the High School Principals.
- **Other**
    - ✓ Provide conferences between parents, athletes and coaches on an as needed basis.
    - ✓ Prepare or supervise the preparation and submission of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
    - ✓ Perform such other tasks as may be assigned by the Principal or Superintendent.
    - ✓ Coordinate athletic activities between the High School and Middle School.

**TERMS OF EMPLOYMENT:**

Applicable terms of Cape Elizabeth Administrators Association agreement.

**EVALUATION:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The High School Principal will perform the evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved: June 13, 2006

Revised Draft: 3/13/08 & September 25, 2012

# CAPE ELIZABETH SCHOOL DEPARTMENT

## Job Description

**TITLE:** K-12 Literacy Coordinator

### **QUALIFICATIONS:**

- Education/Certification: Masters Degree in Education, Curriculum, or literacy-related area preferred; certification as literacy specialist and/or curriculum coordinator preferred
- Experience in elementary (K-6) or secondary (7-12) literacy instruction (3+ years); experience at both levels preferred
- Effective listening skills
- Ability to pose thoughtful strategic questions
- Strong leadership qualities and facilitation skills
- Experience in working with teachers to improve practice
- Experience in data analysis
- Demonstrable knowledge of research-based best practices in content-area literacy skills and strategies and in K-12 literacy instruction
- Experience/preparation in modeling lessons, observing teachers, and providing non-judgmental feedback
- Strong organizational skills
- Other qualifications as determined by the Superintendent of Schools

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Educational Technician(s) and/or Volunteer(s) as assigned.

**JOB GOAL:** To provide continuous job-embedded professional development supporting teachers in all content areas in their instruction in reading, writing, listening, viewing, and speaking, to coordinate district-wide curriculum work in English/language arts, and to support the implementation of the Common Core standards

### **PROFESSIONAL RESPONSIBILITIES:**

Within the domain of literacy the Literacy Coordinator will:

- Design and deliver on-going job-embedded professional development to address the identified needs of teachers and/or the schools.
- Collaborate with teachers in planning, delivering, and assessing daily classroom instruction.

Job Description  
K-12 Literacy Coordinator *(continued)*

- Model lessons that address individual classroom needs utilizing best teaching practices in differentiation and instruction using literacy skills and strategies.
- Conduct pre- and post-conferences with teachers to stimulate their understanding of students' thinking and work.
- Maintain the confidentiality of students, teachers, and the classrooms.
- Maintain a repertoire of best teaching practices in content-area literacy and literacy instruction.
- Work with faculty to align instruction with district initiatives.
- Coordinate and/or facilitate curriculum and program pilots at the building level.
- Collaborate with curriculum committees on curriculum alignment, instruction, and assessment practices.
- Assist in implementation of standards, indicators of success, and benchmarks established by curriculum committees.

**TERMS OF EMPLOYMENT:**

Twelve months per year with salary, benefits and work year to be established by the School Board pursuant to appropriate policies and agreements and in accordance with recommendations established by the Business Manager and Superintendent of Schools.

**EVALUATION:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

DRAFT: June 20, 2012 & September 25, 2012

School Board Approved: \_\_\_\_\_



# CAPE ELIZABETH SCHOOL DEPARTMENT

## Job Description

**TITLE:** Pond Cove Elementary School Principal

### **QUALIFICATIONS:**

#### **Education /Certification**

- Maine Department of Education certification as Building Administrator (040) or equivalent/State of Maine Administrator Certificate
- Minimum of Masters Degree

#### **Special Knowledge/Skills**

- Successful experience working in a leadership role in education
- Working knowledge of curriculum, professional development and assessment
- Excellent skills in communicating and collaborating with staff and parents
- Excellent skills in supervising and evaluating staff
- Classroom experience at the elementary level
- Excellent knowledge of elementary level curriculum and its inherent unique attributes

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Faculty and Staff of Pond Cove Elementary School

### **JOB GOAL:**

To use leadership, supervisory, and administrative skills to develop, achieve and maintain the best possible educational program for the students of Cape Elizabeth that supports the mission, vision and beliefs of the Cape Elizabeth School Department.

### **PERFORMANCE AREAS:**

- **Administration/Organizational Management** – The ability to practice participatory management; possession of good organizational skills and the knowledge of effective administration of school operations.
- **Budgeting/School Finance/Plant Management/Business Services** – The ability to effectively and efficiently utilize and manage the facility and assigned support services through responsible stewardship of school resources and a working knowledge of school finance, such that the needs of his/her school can be effectively represented in the budgeting process, including budget development, acceptance, and implementation.

Job Description  
Pond Cove Elementary Principal *(continued)*

- **Communications** – The ability to articulate effectively, both orally and in writing, the successes and needs of the school with the school board, central administration, staff, students, parents, and the general public - in large and small groups and with individuals.
- **Community Relations** – The ability to relate positively to the public; a view of the community/school relationship as a partnership; recognition of the need to be visible and active in the community and understanding the importance of considering community needs and wants.
- **Curriculum/Instruction** – The ability to work with staff to identify assessments, concepts and skills related to Maine's Learning Results, and to contribute guidance and assistance to staff in planning and implementing curriculum utilizing appropriate instructional strategies.
- **Educational Leadership** – The ability to inspire, motivate, guide and direct staff in setting and achieving the highest standards of educational excellence for the school and district.
- **Educational Renewal** – The ability to contribute to constructive educational change and demonstrate knowledge of current practices and research in school improvement.
- **Involvement in School and Community** – The ability to perform responsibilities as a visible presence in the school and to be aware of community developments, participating in and attending school events to the extent possible.
- **Personnel Management** – The ability to recognize school staffing needs, to perceive in candidates the potential for suitability, and to contribute to an effective recruitment/selection/retention process.
- **Professional Development** – The ability to contribute to the development and implementation of professional growth and staff development programs that raise both aspirations and expertise.
- **Supervision/Evaluation** – The ability to supervise and evaluate staff and all activities through knowledge and the commitment to contribute to the improvement of instruction and the effectiveness of programs in general.

**SPECIFIC PERFORMANCE RESPONSIBILITIES MAY INCLUDE BUT ARE NOT NECESSARILY LIMITED TO:**

- **Administration/Organizational Management**
  - √ Plan, organize, and direct (or oversee/approve) implementation of all school activities.
  - √ Oversee the school's administration and instruction; make recommendations when central office or school board authorization is needed.

Job Description  
Pond Cove Elementary Principal *(continued)*

- ✓ Work with other members of the leadership team (central office and other administrative staff) on matters and issues of more than individual school import, such as curriculum, special services, transportation, and the like.
  - ✓ Budget school time to provide for the efficient conduct of instruction, special events, and operational business.
  - ✓ Schedule the school day and classes within established guidelines to best meet students' instructional needs.
  - ✓ Maintain high standards of student conduct, and enforce discipline as necessary, affording appropriate due process to students and parents.
  - ✓ Establish positive guides for proper student conduct and the maintaining of fair, consistent discipline.
  - ✓ Supervise the maintenance of accurate records on student progress and attendance.
  - ✓ Conduct staff meetings as necessary for the proper functioning of the school.
  - ✓ Plan and supervise fire drills and emergency preparedness program in accordance with legal requirements and established school system procedures.
  - ✓ Participate in principals' meetings, negotiations meetings, and in such other meetings as may be required or appropriate.
  - ✓ Serve as an ex-officio member of all committees and councils within the school.
  - ✓ Delegate authority to appropriate personnel to assume responsibility for the school in the absence of the principal.
- **Budgeting/School Finance/Plant Management/Business Services**
    - ✓ Prepare and submit the school's budgetary requests, and monitor expenditures of allotted funds.
    - ✓ Supervise the maintenance of all required building records and reports.
    - ✓ Oversee appropriate accounting and control of school funds and student activities accounts.
    - ✓ Assume responsibility for the safety and administration of the school plant.
    - ✓ Oversee the daily use of the school facilities for both academic and non-academic purposes, including by school staff, students and the community.

Job Description  
Pond Cove Elementary Principal *(continued)*

- √ Provide for adequate inventorying of school/school system property, and for the securing of and accountability for that property.
- √ Work with maintenance, custodial and other staff to address facility needs.
  
- **Communications**
  - √ Keep the Superintendent informed of the school's activities and problems.
  - √ Respond to written, oral, and electronic requests for information from appropriate sources.
  - √ Develop and implement a plan for communicating with parents on a regular basis.
  
- **Community Relations**
  - √ Act as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
  - √ Assume responsibility for all official school correspondence and information.
  
- **Curriculum/Instruction**
  - √ Assume the responsibility assigned by school board/administrative policy in the development, revision, and evaluation of the school curriculum, and of the school's instructional and assessment practices.
  - √ In coordination with appropriate members of the leadership team, supervise the guidance program and other instructional and student support services to enhance individual education and development.
  
- **Educational Leadership:**
  - √ Establish and maintain a school climate that enhances teaching and learning.
  - √ Lead in the development, determination of appropriateness, and monitoring of the instructional program.
  - √ Assert leadership in times of crisis or civil disobedience in school in accordance with established policy and procedures.
  - √ Assume responsibility for the interpretation and implementation by the school's staff of all school board policies and administrative procedures/regulations.

Job Description  
Pond Cove Elementary Principal *(continued)*

- √ Serve as a member of such committees and attend such meetings as the superintendent may direct.
- √ Assume an active role as a member of the District Leadership Team providing input to district-wide decision making.
- **Educational Renewal**
  - √ Assist in the organizing of District renewal efforts and strategic planning.
  - √ Work with building principals and team leaders to design meaningful ways to monitor the implementation of improvement programs and strategies.
  - √ Keep abreast of educational changes and developments by attending appropriate meeting, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- **Involvement in School and Community**
  - √ Maintain active relationships with students and parents.
  - √ Participate and maintain a visible presence at special events that recognize student achievement, as well as in typical school sponsored activities, functions, and extra-curricular events.
  - √ Establish and maintain relationships with local community groups and individuals:
    - To foster understanding and solicit support for overall school objectives and programs;
    - To interpret school building policies and procedures; and
- **Personnel Management**
  - √ Coordinate personnel needs with appropriate other members of the leadership team.
  - √ Participate in the recruiting, screening, nomination, training, assigning, and evaluating of school building personnel.
  - √ To discuss/mediate and resolve individual student problems with school staff.
- **Professional Development**
  - √ Orient newly assigned school staff members and assist in their development, as appropriate.

Job Description  
Pond Cove Elementary Principal *(continued)*

- ✓ Participate in the in-service orientation and training of school staff.
- ✓ Assume responsibility for monitoring own professional growth and development through participation in professional organizations, through attendance at regional, state and national meetings, through enrollment in advanced coursework and the like.
- **Supervision/Evaluation**
  - ✓ Assume responsibility for supervision of all administrative, certified, and support staff attached to the school.
  - ✓ Supervise the school's instructional and assessment practices.
  - ✓ Assume responsibility for evaluating and counseling of all staff members regarding individual and group performance.
  - ✓ Recommend, according to established procedures, the dismissal or non-renewal of a staff member whose performance is unsatisfactory.
  - ✓ Assume responsibility or supervision and evaluation of the school's extracurricular program.
- **Other**
  - ✓ Provide for regular and special conferences between parents and teachers
  - ✓ Prepare or supervise the preparation and submission of reports, records, lists, and all other paperwork required or appropriate to the school's administration
  - ✓ Perform such other tasks as may be assigned by the Superintendent.

**TERMS OF EMPLOYMENT:**

Applicable terms of the Cape Elizabeth Administrators Association agreement.

**EVALUATION:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved By the Cape Elizabeth School Board: June 13, 2006  
DRAFT – June 20, 2012 and September 25, 2012

**Cape Elizabeth School Department**  
Job Description

**TITLE:** Educational Technician III Technology Integrator for Teachers

**QUALIFICATIONS:**

**1. Education/Certification:**

- Documentation of at least three years of post-secondary education or a combination equivalent to 90 hours of approved study in an educationally related field.
- Hold a valid Maine Department of Education, Educational Technician III (023) authorization.

**2. Skills:**

- Familiarity with iOS devices, Google Apps, OS X and the MLTI program is desirable.
- Experience working with technology in an educational setting.
- Experience leading professional development with adult learners.
- An understanding of key learning theories and methods of instruction, and their relation to technology integration.
- Familiarity with methods for integrating technology into the curriculum such as Web Resources, digital content, digital video, blogs, wikis, etc.
- Experience with effective technology teaching strategies in teaching software and hardware skills.
- Technology skills in up-to-date computer software, including (but not limited to) word processing, database, spreadsheet, Web page development, presentation, digital video and audio editing, image processing, and graphics applications.

- 3. Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities. Prior experience in the educational field is desirable but not required.

**REPORTS TO:** District Technology Coordinator

**JOB GOAL:** The primary job function will be to work with teachers to integrate technology into their classroom. The successful candidate is an experienced educator who possesses a combination of good academic and technical knowledge.

**PERFORMANCE RESPONSIBILITIES:**

We define a technology integrator as a 35 hour/week, school-based position whose primary concern is empowering teachers to harness the power of technology integration for student learning.

Responsibilities may include but are not limited to the following:

- Collaborate with teachers to support their use of technology in delivery of curricula through a variety of instructional methods.
- Provide teachers the support they need to modify their instruction, and tap into the potential of technology to enhance teaching and learning.

**Cape Elizabeth School Department**  
Educational Technician III -Technology Integrator for Teachers Job Description

- Create learning resources for teachers, staff and students. These may include Web sites, tutorials, interactive programs and databases that support teachers in integrating technology.
- Participate in the selection of appropriate technological resources to augment class content.
- Assess technology skill levels of students, teachers and staff.
- Train teachers to use technology and software effectively.
- Assist students with technology-related activities or projects.

**EQUIPMENT USED:**

Instructional materials, computers, typewriter, copier, laminator, paper cutter, binding machine, overhead/LCD projector, TV/VCR units, laser disc, slide projectors, camcorders, fax machine, tape recorder, document camera, telephone, elevator, calculator, personal communication devices.

**WORKING CONDITIONS:**

**Mental Demands:** organizing, analyzing, planning, designing, documenting, coordinating, flexibility, adaptability, implementing, presenting

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, operating computers and other equipment, using tools, and lifting or moving up to 50 pounds.

**Environmental Conditions:** inside, outside, working around moving objects, working with students, working alone

Willingness and ability to work with others – to share and cross-train with others in order to promote the concept of ‘teaming’ and the ‘team approach’ in order to meet the District needs.

**TERMS OF EMPLOYMENT:**

Applicable terms of the Cape Elizabeth Education Association agreement.

**EVALUATION:**

The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which yearly action plans and job goals are met. The District Technology Coordinator will perform the evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:  
DRAFT: September 13, 2012



**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Job Description**

**TITLE: Director of Community Services**

**QUALIFICATIONS:**

**1. Education/Certification:**

- Bachelor's Degree with specialization in recreation, leisure service administration, sports management, education, a related field of study or equivalent work experience. A valid State of Maine Criminal History Records Check Approval.

**2. Special Knowledge/Skills:**

- Experience in program design, implementation and evaluation
- Successful in a leadership role in the schools, municipality and community
- Customer Service skills and experience
- Experience with budgets and fiscal records
- Ability to communicate verbally and in writing
- Effective public relations and marketing program experience
- Recruit, hire, assign, supervise and evaluate Community Services office staff, program coordinators, instructors, and volunteers

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Community Services staff

**JOB GOAL:** To develop and maintain community education/recreation programs by offering educational, cultural, recreation and social opportunities for all citizens.

**PERFORMANCE RESPONSIBILITIES:**

- Develop, administrate, and evaluate programs and activities which reflect the community needs and desires in programs and services
- Work for interagency cooperation, to ensure identification and maximum utilization of community resources
- Collaborate on a regular basis with the Athletic Administrator regarding programmatic, systematic, and scheduling issues.
- Conduct an effective public relations and marketing program to strengthen awareness and support of programs and services
- Determine and maintain policy and procedures for consistency of all Community Services areas of responsibility
- Serve on the District Leadership Team
- Serves on the Athletic Steering Committee

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Director of Community Services Job Description**

- Serves on the Crisis Response Team
- Prepare and submit the Community Services Budget to the Superintendent and School Board
- Responsible for Fiscal Records pertaining to the Richards Pool and Community Services
- Attend School Board and community organization meetings as requested
- Performs such other tasks as assigned by the Superintendent

**TERMS OF EMPLOYMENT:** Twelve months per year with salary, benefits and work year to be established by the School Board pursuant to appropriate policies and agreements and in accordance with recommendations established by the Business Manager and Superintendent of Schools.

**EVALUATION:** The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 11, 2010

Revision Approved: June 20, 2012

DRAFT: September 25, 2012

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Community Services Division**  
**Job Description**

**TITLE: Adult Programs Coordinator**

**QUALIFICATIONS:**

1. **Education/Certification:** Bachelor's Degree with specialization in recreation, leisure services, education, a related field of study or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Competence in the performance responsibilities listed below. Good work habits and ability to work without supervision. Must be trustworthy and maintain a high level of ethical behavior and confidentiality of information as required by law. Must be CPR/First Aid certified. Computer proficiency, supervisory experience, customer service skills
3. **Experience:** Demonstrate aptitude or competence for successful fulfillment of performance responsibilities. Must have programming and supervisory experience.

**REPORTS TO:** Community Services Director

**JOB GOAL:** To improve the quality of life for adults from Cape Elizabeth and beyond by offering lifelong educational, recreational and enrichment opportunities.

**PERFORMANCE RESPONSIBILITIES:**

1. Initiate, design, implement and over see all aspects of adult classes and programming including but not limited to:
  - a. Work closely with the community and special interest groups to assess the needs of the adult community and provide the widest possible range of classes and programs.
  - b. Recruit and recommend instructors
  - c. Prepare and assist in the preparation of promotional materials.
  - d. Process Registrations and provide class lists
  - e. Schedule locations of activities
  - f. Schedule and supervise evening supervisor
  - g. Manage instructor contracts
  - h. Evaluate and monitor programs and make recommendations for change or adaptations.
2. Design, implement and oversee all facets of Senior Citizens' programs
3. Submit payroll to the Community Services Director
4. Process deposits for programs of responsibility on a regular basis
5. Contribute to office coverage
6. Complete all assigned tasks in a timely fashion agreed upon or directed by the Community Services Director

**Community Services Division  
Adult Programs Coordinator Job Description**

**TERMS OF EMPLOYMENT:** Compensation and work hours in accordance with recommendation established by Superintendent and Business Manager

**WORKING CONDITIONS:**

**Mental Demands:** organizing, planning, prioritizing, coordinating, meeting deadlines, multi-tasking, public speaking, supervising,

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, carrying food and clearing tables, operating computers and other equipment, using tools, and lifting or moving up to 20 pounds.

**Environmental Conditions:** walking outside, slippery surfaces, working around hot stoves, biological exposure (human wastes and body fluids), working at night, working alone

**EVALUATION:** The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006

Revised: November 9, 2010

Draft: September 25, 2012

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Community Services Division**  
**Aquatics/Fitness Facility Supervisor**

**TITLE: Aquatics/Fitness Facility Supervisor**

**QUALIFICATIONS:**

1. Must be a Certified Pool Operator (CPO) or obtain certification within 6 months of hire
2. Must possess a working knowledge of swimming pools.
3. Experience in scheduling, supervising and evaluating staff.
4. Must maintain current certifications in the following:
  - a. Community First Aid and Safety
  - b. CPR for the Professional Rescuer
  - c. Lifeguarding
  - d. WSI – Water Safety Instructor recommended
  - e. Lifeguard Instructor
5. Experience in Public Relations as well as possess good written and verbal communications skills.

**REPORTS TO:** Community Services Director

**JOB GOAL:** To manage the Donald L Richards Community Pool & Fitness Center and to offer the citizens of the community quality aquatic and fitness program opportunities.

**PERFORMANCE RESPONSIBILITIES:**

1. Ensure that the facility and its equipment are safe, clean, and in proper working order.
2. Manage the development, implementation and evaluation of all aquatics and fitness programs. Ensure that programs are well-rounded and are meeting the needs of all user groups.
3. Recruit and recommend pool and fitness center applicants for hire. Train, supervise, schedule, monitor and evaluate all staff.
4. Oversee chemical process, procedures, ordering in regards to pool and whirl pool. Order chemicals as needed as well as document used and maintain an inventory list.
5. Maintain records and reports required by Community Services and The State of Maine.
6. Determine and maintain policies and procedures for consistency in decision making.
7. Submit payroll to Community Services Director.
8. Coordinate swim lesson programs, staffing and registrations.
9. Schedule pool programs, public swims, and rentals so as to provide each interest group appropriate access to the facility.

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Community Services Division**  
**Aquatics/Fitness Facility Supervisor Job Description**

10. Maintain and analyze fiscal records, usage records, and other statistical information.
11. Collaborate with the Community Services Director regarding purchasing and budget preparation.
12. Assist with the processing of new and renewal memberships, day passes, and the tracking of usage. Assist with membership retention through motivation, follow-up phone calls to inactive members.
13. Process daily money drops to Community Services.
14. Keep Abreast of trends and issues in the aquatics, health and fitness industries.
15. Perform duties assigned by the Community Services Director.

**TERMS OF EMPLOYMENT:** Compensation and work hours in accordance with recommendation established by Superintendent and Business Manager

**WORKING CONDITIONS:**

**Mental Demands:** organizing, planning, prioritizing, coordinating, meeting deadlines, multi-tasking, public speaking, supervising,

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, carrying food and clearing tables, operating computers and other equipment, using tools, and lifting or moving up to 40 pounds.

**Environmental Conditions:** walking outside, slippery surfaces, working around hot stoves, biological exposure (human wastes and body fluids), working at night, working alone

**EVALUATION:** The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

DRAFT: September 25, 2012

School Board Approved: \_\_\_\_\_

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Community Services Division**  
**Job Description**

**TITLE:** Extended School Care Program Coordinator

**QUALIFICATIONS:**

1. **Education/Certification:** Bachelor's Degree with specialization in Early Childhood or Elementary Education, a related field of study or equivalent work experience. Must possess proof of SBI (State Bureau of Identification) criminal history report. Must authorize consent for Department of Health & Human Services, Bureau of Child and Family Services to investigate whether or not employee has been involved in a substantiated Maine Child Protective Services case.
2. **Special Knowledge/Skills:** Competence in the performance responsibilities listed below. Good work habits and ability to work without supervision. Must be trustworthy and maintain a high level of ethical behavior and confidentiality of information as required by law. Knowledge of children's developmental levels and ability readiness. Must be CPR/First Aid certified.
3. **Experience:** Demonstrated competence for the design and implementation of programs and activities required for a successful Child Care program.

**REPORTS TO:** Extended School Care Supervisor and the Community Services Director.

**JOB GOAL:** To provide after school care to children of working parents that includes quality social, educational, and recreational experiences.

**PERFORMANCE RESPONSIBILITIES:**

1. Staff program in order to maintain expected ratios in accordance with state licensing requirements
2. Program design and implementation in accordance with development levels of children
3. Maintain daily attendance records
4. Assign, supervise and evaluate Day Care staff
5. Responsible for approving employee hours for the purpose of payroll
6. Requisition program supplies
7. Prepares monthly calendar of activities
8. Maintains and updates student files
9. Insures that the Community Services' philosophy, policies and procedures are adhered to
10. Ensures the safety and well-being of all children

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Community Services Division**  
**Extended School Care Program Coordinator Job Description**

**TERMS OF EMPLOYMENT:** This is a fulltime, hourly school year position. Compensation and work hours in accordance with recommendation established by Superintendent and Business Manager

**WORKING CONDITIONS:**

**Mental Demands:** organizing, planning, multi-tasking, supervising large numbers of children, exhibits patience.

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, carrying food and clearing tables, operating computers and other equipment, using tools, and lifting or moving up to 40 pounds.

**Environmental Conditions:** Walking outside, slippery surfaces, biological exposure (human wastes and body fluids)

**EVALUATION:** The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006

Revised: June 13, 2006

DRAFT: September 25, 2012



**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Community Services Division**  
**Job Description**

**TITLE:** Extended School Care Staff

**QUALIFICATIONS:**

1. **Education/Certification:** Must be at least 18 years old. Must have a High School Diploma or equivalent. Must possess proof of SBI (State Bureau of Identification) criminal history report. Must authorize consent for Department of Health & Human Services, Bureau of Child and Family Services to investigate whether or not employee has been involved in a substantiated Maine Child Protective Services case.
2. **Special Knowledge/Skills:** Competence in the performance responsibilities listed below. Good work habits and ability to work without supervision. Must be trustworthy and maintain a high level of ethical behavior and confidentiality of information as required by law.
3. **Experience:** in the field of childcare and child development

**REPORTS TO:** Directly to the Extended Care Program Coordinator and indirectly to the Extended School Care Supervisor.

**JOB GOAL:** To provide the enrollees with a healthy, safe and fun environment

**PERFORMANCE RESPONSIBILITIES:**

1. Daily attendance for assigned group
2. Plan activities appropriate for the age group you are supervising
3. Rules, expectations and limits should be applied consistently and carried out in a manner consistent with a child's developmental ability
4. Supervise snack; clean tables, counters and floors before leaving the space
5. Pick up spaces before departing for the day
6. Report any reasonable causes to suspect abuse or neglect of a child to the Extended Care Coordinator.

**TERMS OF EMPLOYMENT:** Part-time, school year only position. Compensation and work hours in accordance with recommendation established by Superintendent and Business Manager.

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Community Services Division**  
**Extended School Care Staff Job Description**

**WORKING CONDITIONS:**

**Mental Demands:** organizing, supervising, patience in dealing with large numbers of children, disciplining, multi-tasking

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, carrying food and clearing tables, operating computers and other equipment, using tools, and lifting or moving up to 20 pounds.

**Environmental Conditions:** Walking outside, slippery surfaces, biological exposure (human wastes and bodily fluids)

**EVALUATION:** The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which year action plans and job goals are met.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: June 13, 2006  
DRAFT: September 25, 2012

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Community Services Division**  
**Job Description**

**TITLE: Youth Program/Extended Care Supervisor**

**QUALIFICATIONS:**

1. **Education/Certification:** Bachelor's Degree with specialization in early childhood education, elementary education, recreation, leisure service, a related field of study or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Competence in the performance responsibilities listed below. Good work habits and ability to work without supervision. Must be trustworthy and maintain a high level of ethical behavior and confidentiality of information as required by law. Must be CPR/First Aid certified. Computer proficiency, supervisory experience, customer service skills.
3. **Experience:** Demonstrate aptitude or competence for successful fulfillment of performance responsibilities. Knowledge of early childhood programs, sport programs, and experience working with children. Must have programming and supervisory experience.

**REPORTS TO:** Community Services Director

**JOB GOAL:** To provide a quality extended care program to children of working parents that includes quality social, educational, and recreational experiences. In addition, to assist in the design, development, implementation and evaluation of community enrichment opportunities in sports, the arts, outdoor adventure and lifelong hobbies for the youth of the community.

**PERFORMANCE RESPONSIBILITIES:**

1. Oversee the design and implementation of the extended care program including but not limited to:
  - a. Scheduling
  - b. Data input
  - c. Ordering of supplies
  - d. Maintaining state licensing and standards
2. Assist in the design and implementation of youth programming including but not limited to:
  - a. Development of programs
  - b. Process Registrations
  - c. Evaluate programs and make recommendations
3. Receive, confirm and schedule Birthday Bash requests and coverage
4. Work with Aquatic Supervisor to set up youth swim lessons
5. Contribute to office coverage

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Community Services Division**  
**Youth Program/Extended Care Supervisor Job Description**

6. Complete all assigned tasks in a timely fashion agreed upon or directed by the Community Services Director.

**TERMS OF EMPLOYMENT:** Compensation and work hours in accordance with recommendation established by Superintendent and Business Manager

**WORKING CONDITIONS:**

**Mental Demands:** organizing, planning, prioritizing, coordinating, meeting deadlines, multi-tasking, public speaking, supervising,

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, carrying food and clearing tables, operating computers and other equipment, using tools, and lifting or moving up to 20 pounds.

**Environmental Conditions:** walking outside, slippery surfaces, working around hot stoves, biological exposure (human wastes and body fluids), working at night, working alone

**EVALUATION:** The basis of evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

DRAFT: September 25, 2012

School Board Approved: \_\_\_\_\_

# CAPE ELIZABETH SCHOOL DEPARTMENT

## Job Description

**TITLE: Maintenance Supervisor**

### **QUALIFICATIONS:**

1. **Education/Certification:** High School diploma, or equivalent, post secondary training in maintenance field desirable. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without supervision; ability to maintain positive relations with maintenance staff, administrators, students, school and town personnel and citizens at all times; knowledge of chemicals, asbestos management, safety and Material Safety Data Sheets. Demonstrated aptitude or competence in supervision and training of maintenance employees and for carrying out basic carpentry, electrical, plumbing, roofing, painting, heating, grounds and mechanical repair. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** Director of Facilities and Transportation

**SUPERVISES:** Maintenance Mechanic Staff

**JOB GOAL:** To provide all students, and the community at large, with a safe, secure, clean, attractive, comfortable and efficient environment in which to learn, play and engage in personal growth and development.

### **PERFORMANCE RESPONSIBILITIES:**

1. Perform all duties of a Maintenance Mechanic.
2. Responsible for the daily operation of the maintenance department to include all school and town buildings.
3. Review daily work order request using School Dude and e-mail.
4. Assign work schedule and duties to maintenance staff.
5. Order materials for various jobs and inventory needs following the purchase order procedures.
6. Track all work orders and log expenses in School Dude Maintenance program.
7. Review building control systems daily to confirm proper operations.
8. Set daily use schedules on computerized building control systems according to Use of Facility schedule.
9. Forward all building improvement request to Director of Facilities and Transportation.
10. Assist the Director of Facilities and Transportation with the budget process.

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Maintenance Supervisor Job Description

11. Consults with the Director of Facilities and Transportation as to the need for services and/or repairs by outside contractors.
12. Evaluates the performances of the maintenance staff according to the approved schedule.
13. Performs other tasks as may be assigned by the Director of Facilities and Transportation.

**TERMS OF EMPLOYMENT:** Applicable terms of the Cape Elizabeth Education Association agreement.

#### WORKING CONDITIONS:

**Mental Demands:** calculating, comparing, editing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: adjusting, connecting, painting, lifting up to fifty (50) pounds, pulling, climbing stairs, writing, operating equipment, and use of ladders and scaffolding.

**Environmental Conditions:** outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

**EVALUATION:** The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Facilities and Transportation will perform the evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 12, 2009

DRAFT: September 25, 2012

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Job Description

**TITLE: Maintenance Mechanic**

#### **QUALIFICATIONS:**

1. **Education/Certification:** High School diploma, or equivalent, post secondary training in maintenance field desirable. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without supervision; ability to maintain positive relations with students, school and town personnel, supervisors and citizens at all times; knowledge of chemicals, asbestos management, safety and Material Safety Data Sheets. Demonstrated aptitude or competence for carrying out basic carpentry, electrical, plumbing, roofing, painting, heating, grounds and mechanical repair. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** Director of Facilities and Transportation

**JOB GOAL:** To provide all students, and the community at large, with a safe, secure, clean, attractive, comfortable and efficient environment in which to learn, play and engage in personal growth and development.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Performs routine maintenance to include carpentry, plumbing, roofing, painting, electrical, heating and mechanical repairs.
2. Performs building repairs and maintenance which do not require specific licensed authority.
3. Performs repairs and maintenance to building and equipment that may be accomplished under the direction of a licensed technician.
4. Examines buildings on a regular basis for needed repairs and maintenance. Immediately advises the Maintenance Supervisor of maintenance problems within the buildings.
5. Advises the Maintenance Supervisor as to the need for services and/or repairs by outside contractors.

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Maintenance Mechanic Job Description

6. Performs other tasks as may be assigned by the Maintenance Supervisor and the Director of Facilities and Transportation.

**TERMS OF EMPLOYMENT:** Applicable terms of the Cape Elizabeth Education Association agreement.

#### **WORKING CONDITIONS:**

**Mental Demands:** calculating, comparing, editing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: adjusting, connecting, painting, lifting up to fifty (50) pounds, pulling, climbing stairs, writing, operating equipment, and use of ladders and scaffolding.

**Environmental Conditions:** outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

**EVALUATION:** The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Maintenance Supervisor will perform the evaluation in consultation with the Director of Facilities and Transportation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006  
DRAFT: September 25, 2012



## CAPE ELIZABETH SCHOOL DEPARTMENT

### Job Description

**TITLE: Head Custodian**

#### **QUALIFICATIONS:**

1. **Education/Certification:** High School diploma, or equivalent, post secondary training desirable. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability; ability to maintain positive relations with custodial staff, students, administrators, school and town personnel, and citizens at all times; knowledge of chemicals, asbestos management, safety and Material Safety Data Sheets. Demonstrated aptitude or competence in supervision, organization, training of employees, and appropriate use of cleaning products. A positive attitude is expected at all times. Employees are expected to be flexible and work as a team member. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** Director of Facilities and Transportation

**SUPERVISES:** Custodial Staff

**JOB GOAL:** To maintain the physical school/town facilities in a condition of operating excellence, cleanliness, and safety, so that full and appropriate use of them may be made at all times.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Performs all duties of a custodian.
2. Oversees daily cleaning of assigned building(s).
3. Supervise staff and enforce cleaning assignments and responsibilities within assigned building(s).
4. Responsible for building and event setups and cleanups.
5. Nightly security check of building(s).
6. Report any and all issues and concerns to Director of Facilities and Transportation as they arise.
7. Oversees summer cleaning of building(s).
8. Meets three (3) times per week with Director of Facilities and Transportation
9. Receives calls for absence and secures substitutes.

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Head Custodian Job Description

10. Refers equipment maintenance and repairs to maintenance department and/or receives approval from Director of Facilities and Transportation for outside repair.
11. Requisitions supplies from Director of Facilities and Transportation as needed.
12. Responsible for assigning coverage for weekend events.
13. Evaluates the performances of the Custodial staff according to the approved schedule.
14. Performs other tasks as may be assigned by the Director of Facilities and Transportation.

#### WORKING CONDITIONS:

**Mental Demands:** calculating, comparing, editing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: adjusting, connecting, painting, lifting up to fifty (50) pounds, pulling, climbing stairs, writing, operating equipment, and use of ladders and scaffolding

**Environmental Conditions:** outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

#### TERMS OF EMPLOYMENT:

Applicable terms of the Cape Elizabeth Education Association agreement.

#### EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Director of Facilities and Transportation will perform the evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: June 12, 2007

Revised: November 3, 2009

Draft: September 13, 2012

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Custodian Job Description**

**TITLE: Custodian**

**QUALIFICATIONS:**

1. **Education/Certification:** High School diploma, or equivalent. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without supervision; ability to maintain positive relations with students, school and town personnel, supervisors and citizens at all times; knowledge of chemicals, asbestos management, safety and Material Safety Data Sheets. Demonstrated aptitude for, or competence in the areas listed under responsibilities. A positive attitude is expected at all times. Employees are expected to be flexible and work as a team member. Such alternatives as the Administration may find appropriate and acceptable.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** Head Custodian

**JOB GOAL:** To provide all students, and the community at large, with a safe, secure, clean, attractive, comfortable and efficient environment in which to learn, play and engage in personal growth and development.

**PERFORMANCE RESPONSIBILITIES:**

Custodial responsibilities shall include, but not be limited to, the following as requested and/or directed:

1. Keeps building neat and clean at all times
2. Empties trash in classrooms, bathrooms and all baskets daily
3. Vacuums/dry mops all floors and stairs daily
4. Washes classroom, hallways bathroom floors daily, and stairs as needed
5. Cleans sinks and toilets in bathrooms daily and sinks in classrooms as needed
6. Cleans drinking fountains daily
7. Replenishes soap and paper in all dispensers as needed
8. Vacuums all classrooms thoroughly at least weekly
9. Cleans locker tops weekly
10. Removes fingerprints and marks from walls
11. Burnishes hallways
12. Scrubs, strips, waxes and polishes floors using heavy powered scrubber and buffers as directed at least weekly
13. Cleans and dusts furniture, exhibit cases, pictures, door trim and whiteboards at least weekly
14. Washes glass in doors and windows
15. Replaces light bulbs as needed

**CAPE ELIZABETH SCHOOL DEPARTMENT**  
**Custodian Job Description**

16. Helps set up and clean up after activities in building
17. Assumes responsibility for the opening and/or closing of the building each day and for ensuring security of the building through inspection prior to leaving, checking to verify that all windows and doors are closed and locked.
18. Reports any condition of the facilities that is not safe or functioning as designed to his or her supervisor
19. Moves furniture or equipment within the building as required or directed
20. Performs other tasks as may be assigned by the Head Custodian or administrator

**WORKING CONDITIONS:**

**Mental Demands:** calculating, comparing, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: adjusting, connecting, painting, lifting up to fifty (50) pounds, pulling, climbing stairs, writing, operating equipment, and use of ladders and scaffolding

**Environmental Conditions:** outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

**TERMS OF EMPLOYMENT:** Applicable terms of the Cape Elizabeth Education Association agreement.

**EVALUATION:** The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Head Custodian will perform the evaluation in consultation with the Director of Facilities and Transportation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: June 12, 2007  
Revised: November 3, 2009  
DRAFT: September 25, 2012

# CAPE ELIZABETH SCHOOL DEPARTMENT

## Job Description

**TITLE: Food Service Manager**

### QUALIFICATIONS:

1. **Education/Certification:** High School diploma, or equivalent. Hold a valid State of Maine Criminal History Records Check Approval. Must take the state sanitation course within the first year of hire. Must attend state conference training sessions at least every other year, preferably every year.
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without supervision; ability to maintain positive relations with students, school and town personnel, supervisors and citizens at all times; knowledge of proper food handling and proper use of cleaning chemicals and use of Material Safety Data Sheets. Must be willing to participate in ongoing in-service training as requested. Must maintain a high level of ethical behavior and confidentiality of information as required by law. Demonstrated aptitude for, or competence in the areas listed under responsibilities. Such alternatives as the Administration may find appropriate and acceptable.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** School Nutrition Director

**JOB GOAL:** To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

### PERFORMANCE RESPONSIBILITIES:

Food Service Manager's responsibilities shall include, but not be limited to, the following as requested and/or directed:

1. Manages the day-to-day operation of the cafeteria.
2. Plans and supervises the preparation and serving of food.
3. Purchases and maintains an inventory of all foods and supplies.
4. Provides the monthly inventory to the School Nutrition Director within two (2) days of the end of the month.
5. Inspects kitchen facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
6. Evaluates food service workers.
7. Checks all food service personnel time slips.
8. Checks all invoices for accuracy before presenting them to the School Nutrition Director.
9. Deposits all cash received on a daily basis and maintains necessary records.
10. Provides time sheets, deposit slips and food orders to the director every Friday.

Job Description  
Food Service Manager (continued)

11. Assists in the preparation and serving of food in a quick and pleasant manner.
12. Assumes responsibility for ensuring that during meal service periods the supply of food offered is replenished regularly.
13. Serves students and staff from the cafeteria serving lines.
14. Assists in the daily clean up of the kitchen, service areas and cafeteria tables.
15. Assists in the storage and disposal of unused foods.
16. Performs related duties as required including duties at special meal functions.
17. Willingness and ability to work with others, to share and cross-train in order to promote the concept of “teaming” and “a team approach” in order to meet the Program needs.

**TERMS OF EMPLOYMENT:** Applicable terms of the Cape Elizabeth Education Association agreement.

**WORKING CONDITIONS:**

**Mental Demands:** calculating, comparing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, carrying food and clearing tables, operating computers and other equipment, using tools, and lifting or moving up to 30 pounds.

**Environmental Conditions:** inside, slippery surfaces, chemical exposure, biological exposure, working around moving objects, and working alone

**EVALUATION:** The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly plans and job goals are met. The School Nutrition Director will perform the evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006  
DRAFT: September 25, 2012

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Job Description

**TITLE: Food Service Worker**

#### **QUALIFICATIONS:**

1. **Education/Certification:** High School diploma, or equivalent. Hold a valid State of Maine Criminal History Records Check Approval. Must take the state sanitation course within the first year of hire. Must attend state conference training sessions at least every other year, preferably every year.
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without supervision; ability to maintain positive relations with students, school and town personnel, supervisors and citizens at all times; knowledge of proper food handling and proper use of cleaning chemicals and use of Material Safety Data Sheets. Must be willing to participate in ongoing in-service training as requested. Must maintain a high level of ethical behavior and confidentiality of information as required by law. Demonstrated aptitude for, or competence in the areas listed under responsibilities. Such alternatives as the Administration may find appropriate and acceptable.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** Food Service Manager and School Nutrition Director

**JOB GOAL:** To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

#### **PERFORMANCE RESPONSIBILITIES:**

Food Service Worker's responsibilities shall include, but not be limited to, the following as requested and/or directed:

1. Assists in the preparation and serving of food in a quick and pleasant manner.
2. Assumes responsibility for ensuring that during meal service periods the supply of food offered is replenished regularly.
3. Serves students and staff from the cafeteria serving lines.
4. Assists in the daily clean up of the kitchen, service areas and cafeteria tables.
5. Assists in the storage and disposal of unused foods.
6. Performs related duties as required including duties at special meal functions.
7. Willingness and ability to work with others, to share and cross-train in order to promote the concept of "teaming" and "a team approach" in order to meet the Program needs.

Job Description  
Food Service Worker (continued)

**TERMS OF EMPLOYMENT:**

Applicable terms of the Cape Elizabeth Education Association agreement.

**WORKING CONDITIONS:**

**Mental Demands:** calculating, comparing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, carrying food and clearing tables, operating computers and other equipment, using tools, and lifting or moving up to 30 pounds.

**Environmental Conditions:** inside, slippery surfaces, chemical exposure, biological exposure, working around moving objects, and working alone

**EVALUATION:** The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly plans and job goals are met. The Food Service Manager will perform the evaluation in consultation with the School Nutrition Director.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006  
DRAFT: September 25, 2012