

GREASEWOOD SPRINGS COMMUNITY SCHOOL

Position Description

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|------------------------|-------------------------|------------------------|-----------|
| POSITION TITLE: | Support Service Manager | CLASSIFICATION: | Exempt |
| CONTRACT TERM: | Year Round | BOARD APPROVAL: | 5/14/2024 |

POSITION SUMMARY: Under the supervision of the Principal, the Support Service Manager will perform work in terms of program objectives, priorities, deadlines and occasional special assignments and direction. Carry out assignments independently according to the policies and procedure, and other regulations that is applicable. The Support Service Manager will obtain approval from immediate supervisor prior to initiating projects.

DUTIES AND RESPONSIBILITIES

1. Coordinates the Homeliving and Food Services Programs and ongoing staff training.
2. Serves as active member of the management team. Upholds Board policies. Implements administrative guidelines and procedures.
3. Promotes the School's mission and vision. Builds internal and external partnerships that support School goals and enhance student learning.
4. Advances the School's professional image. Maintains open and effective communications. Uses problem solving techniques to tactfully address and resolve questions and concerns.
5. Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the School's strategic plan.
6. Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient and effective work and learning environment. Advances the change process. Implements strategies and timeframes to accomplish organizational objectives. Helps resolves problems.
7. Manages Board approved budget. Approves the purchase requisitions. Ensures that program resources are equitably apportioned.
8. Plans, procures and manages supplemental service contracts related to assigned programs.
9. Recommends the replacement of equipment and vehicles necessary to ensure fleet effectiveness.
10. Supervises and evaluates assigned staff. Participates in Homeliving and Food Service staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.
11. Trains Homeliving and Food Service staff in procedures to effectively accomplish assigned duties.
12. Monitors Homeliving and Food Service training requirements. Promotes defensive driving. Ensures that drivers are familiar with all aspects of assigned duties.
13. Promotes professionalism. Implements the School's employee performance standards.
14. Reviews the work of Homeliving and Food Service staff to ensure quality and quantity of services are provided.
15. Applies appropriate guidelines, rules and regulations to effectively determine operational needs.
16. Participates in employee grievance procedures to resolve issues.
17. Coordinates student and parent involvement activities by planning, organizing and implementing program design.
18. Maintains and coordinates written documentation pertaining to department and individual students, such as, daily attendance, (NASIS), supplies, equipment, inventory, repairs and safety, to ensure accurate reports
19. Ensures proper behavior and the safety/welfare of students in the homeliving setting to include instruction of proper hygiene, housekeeping, student rights and responsibilities
20. Identifies student development and behavior issues, including drug and alcohol abuse, transmitted diseases, and provides preventive treatment and/or make academic, mental health, social and medical referrals.
21. Guides and supports students toward continuing education, career awareness and other related subjects.
22. Works closely with students and parents to establish a positive working relationship and parental involvement.
23. Keep accurate leave balances and completes timesheets and creates tour of duty schedule.
24. Gathers data, prepares for and cooperates with Bureau of Indian Education, Indian Health Service, Arizona State and USDA audits in developing and providing services to students as required.
25. Attends and participates in committee meetings, in-service trainings and related activities consistent with duties and school improvement outlined in the School Improvement Plan.
26. Performs other duties as assigned by supervisor, including those related to functions and activities outside normal duties and hours of work.

ORGANIZATIONAL RELATIONSHIP

The Support Service Manager reports directly to the Principal.

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NECESSARY QUALIFICATIONS

1. Bachelor degree preferred in Child Development or Education.
2. Minimum three years experience in working with children and/or students or other related area of child development.
3. Computer and accounting skills required to accurately compute and record mathematical data, including using Internet, to maintain budget, inventory and NASIS software.
4. Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
5. Successfully pass background investigation by demonstrating a successful work history at the last three (3) employers and for at least the past five (5) years. A successful work history includes positive evaluations, positive conclusion to the employment relationship and successful multi-term employment in which goals were achieved.
6. Must be willing to work flexible hours.
7. Knowledge and familiarity with the Navajo language, culture and people preferred.
8. Must have good written and oral communication skills.
9. Must have desire to work with students of all ages.
10. Ability to establish good working relationship with employees, parents and the general public.
11. Ability to communicate effectively in English and Navajo.
12. Hold and maintain a valid Arizona motor vehicle operator's license and a driving record satisfactory to the School's insurance company.
13. Must successfully complete First Aid and CPR, Security Awareness and Defensive Driving training.

CERTIFICATION

The statements outlined in this position description are intended to describe the general nature and level of work being performed by people assigned to this position. This is not intended to be construed as an exhaustive list of all responsibilities, duties and skills that may be required. This position description is subject to review and change.

I received a copy of my position description and carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

Employee signature

Date

Supervisor signature

Date