

# RED HOOK CENTRAL SCHOOL DISTRICT

## POLICY # 8200-R

### Buildings and Grounds Management Regulation

Administrative Assistant to the Superintendent

Duties and Responsibilities:

#### A. Assistant to the Superintendent

1. Coordinating of all district wide public relations activities including: newsletters, fact sheets and news releases to print and video media
2. Administrative responsibility for the planning, coordination, articulation and implementation of the K-12 instructional computer programs and administrative data processing services including chairing the district computer committee
3. Generating, supervising and reporting on all non-handicapped Federal Grant projects (except cafeteria)
4. Serving as chairman of any district facilities improvement projects in both the planning and implementation stages
5. Assist the superintendent with the day to day operation of the school district as directed by the superintendent
6. Other duties as delegated by the superintendent

#### B. Operations, Maintenance and Transportation

1. Supervises all aspects of the operations and maintenance program and transportation program, services and personnel of the district including, but not limited to:
  - recruitment, placement, training and evaluation of all (full-time, part-time, or substitute) custodians, custodial workers, maintenance man or courier, bus drivers, mechanics or other related personnel
  - coordination of personnel utilization, equipment and maintenance activities between district buildings

- planning, directing and guiding the work of building custodians and maintenance personnel and all transportation personnel
- responsibility for annual fire inspection reports, developing schedules for the maintenance and service to OM equipment and facilities and grounds, approving and scheduling emergency repairs and services, approving and scheduling emergency special projects, now removal, etc.
- maintaining inventories of supplies and materials and coordinating the development of the OM and transportation budgets and approving all purchases under same
- developing and maintaining annual bus routes and schedules
- preparing and submitting all required state and federal reports appropriate to the operation, maintenance, transportation programs and other such reports as delegated by the superintendent
- maintaining certification of a school bus safety instructor

Note: Prior manual, pages 20 and 21

Revised and Approved  
By BOE 12/21/89