



Upcoming Meeting Dates

Policy Committee Meeting Calendar

Job Descriptions

- Chemical Hygiene Monitor
- Department Chair
- Executive Director of Instruction, Curriculum and Assessment
- Executive Director of Processes and Operations
- Executive Director of Finance
- Executive Director of Personnel and Legal Services
- Executive Director of Special Education and Student Services
- Public Affairs Officer
- Secretary, Business Office Support (Construction and School Services)
- Secretary Student Records and Instructional Support
- School-Based SRBI Coordinator
- Director of Operations



Upcoming Board of Education Meeting Dates **2020**

January 14	7:30 PM	Special Meeting/Budget 501 Kings Hwy East Central Office Board Room
January 21	7:30 PM	Special Meeting/Budget 501 Kings Hwy East Central Office Board Room
January 28	7:30 PM	Regular Meeting/Budget Adoption 501 Kings Highway East Central Office Board Room
February 4	9:00 AM	Finance Committee Meeting/Special 501 Kings Hwy East Superintendent's Conference Room
February 4	5:00 PM	Policy Committee Meeting/Special 501 Kings Hwy East Superintendent's Conference Room
February 11	7:30 PM	Regular Meeting 501 Kings Highway East Central Office Board Room

2020 Policy Committee Calendar

Tuesday, January 7th

Tuesday, February 4th

Tuesday, March 3rd

Tuesday, March 17th

Tuesday, March 31st

Tuesday, May 5th

Tuesday, May 19th

Tuesday, June 2nd

Tuesday, June 23rd

Tuesday, Aug. 25th

Tuesday, Sept. 15th

Tuesday, Oct. 6th

Tuesday, Oct. 20th

Tuesday, Nov. 17th

Tuesday, Dec 1st



Fairfield Public Schools Job Description

POSITION TITLE: Chemical Hygiene Monitor

PAY GRADE: Stipend Per Union Contract

UNION: Fairfield Education Association

SUMMARY OF RESPONSIBILITY:

The Chemical Hygiene Officer (CHO) position is required by the OSHA Standard 29 CFR Part 1910.1450 – Occupational Exposure to Hazardous Chemicals in Laboratories. This position requires an expertise in OSHA law and chemical safety. The following responsibilities are required by the Standard. The position of CHO requires periodic review of federal regulations and state requirements, in addition to the responsibilities listed below.

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

- Administer, along with the facilities director, building administration, and district supervisor, the Chemical Hygiene Plan (CHP) in their assigned buildings.
- Conduct the training of new certified staff (this includes any teacher that uses chemicals in the science laboratory), classified staff (any employee that works in the science laboratory), and other personnel deemed necessary. Training includes use and handling of hazardous materials and the use of safety and personal protective (PPE) equipment.
- Establish general laboratory rules and procedures for the school.
- Monitor the correct labeling, storage, use, and disposal of chemicals used in science classrooms.
- Maintain and provide an annual inventory of all hazardous materials used in the laboratory classrooms to the district science supervisor.
- Review Safety Data Sheets (SDS) for adequacy and compliance with OSHA Hazard Communications Standard 29 CFR 1910.1200.
- Ensure that SDS's and other required information (such as labeling and storage procedures) are available to all employees. Maintain and update the SDS file/binder in the chemical storage room, the principal's office, and the nurse's office.
- Biannually inspect the laboratories for compliance with the CHP.
- Evaluate the adequacy of personal protective equipment and recommend appropriate changes to principal and district science supervisor as necessary.
- Facilitate regular inspections of laboratory safety equipment and request maintenance of laboratory safety equipment as necessary.
- Facilitate, along with the facilities director and district science supervisor, the monitoring and the disposal of hazardous materials.
- Maintain appropriate records (inventory lists, SDS files, inspection results) documenting compliance with the CHP.
- On an as needed basis, arrange monitoring of worker exposures to hazardous materials, with assistance from the principal and district science supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- To comply with school and school board policies and regulations.
- To work cooperatively with all staff.
- To relate positively to parents and other community representatives.
- To demonstrate professional growth.
- To be prompt and accurate with required records and reports.
- To demonstrate effective communication skills, including speaking, writing, and listening.
- To serve as a voice and advocate for curriculum and instruction in building, district and community affairs.

QUALIFICATIONS:

- **Training and experience:**
Applicant must have three or more years' experience as a Teacher with sufficient time spent in the teaching of the content area of focus and Chemical Hygiene Officer training.
- **Licenses and Certifications:**
Valid certification to meet State of Connecticut requirements with specific endorsement in secondary content area.

REPORTS TO: High School Headmaster or designee and Program Director of Secondary Science and STEAM.



Fairfield Public Schools Job Description

POSITION TITLE: Department Chair (High School)

PAY GRADE: Stipend Per Union Contract

UNION: Fairfield Education Association

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

- To increase student success within the curricular area(s) and in the school.
- To support the professional growth of teachers by strengthening classroom teachers' understanding of curriculum content and instructional practice.
- To promote enhanced instruction and student learning by helping teachers develop more effective teaching practices that allow all students to reach high standards as well as sharing research addressing how students learn best.
- To provide curricular direction, guidance and support for department work and promote collaborative planning with other content areas.
- To oversee technical aspects of the department, i.e. textbooks, instructional materials, and technology needs.
- To meet regularly with the High School Headmaster and administrative team to support building initiatives. Such meetings may occur after the school day is over.
- To meet regularly with Program Directors and other department chairs to plan and implement district-wide goals and initiatives. Such meetings may occur after the school day is over.

KNOWLEDGE, SKILLS AND ABILITIES:

- To comply with school and school board policies and regulations.
- To work cooperatively with all staff.
- To relate positively to parents and other community representatives.
- To demonstrate professional growth.
- To be prompt and accurate with required records and reports.
- To demonstrate effective communication skills, including speaking, writing, and listening.
- To serve as a voice and advocate for curriculum and instruction in building, district and community affairs.

QUALIFICATIONS:

- **Training and Experience:** Applicant must have three or more years' experience as a Teacher with sufficient time spent in the teaching of the content area of focus.
- **Licenses and Certifications:** Valid certification to meet State of Connecticut requirements with specific endorsement in secondary content area and 092 Administration certification (or in process).

REPORTS TO: High School Headmaster or designee and Program Directors.

JOB DUTIES:

Leadership

- Assist administration and building staff in formulating a vision and instructional priorities for the school.
- Assist in the development and implementation of school action plans.
- Work with building administration and central office administration on subject-specific district and building initiatives.
- Plan and lead department meetings with the support of school and district administrators.
- Assist with the development of department goals.
- Facilitate department analysis of common assessments and standardized test data, and help create action plans.
- Assist in planning, implementing and leading building professional learning.
- Share subject-specific relevant articles and research with colleagues.
- Participate on appropriate building and district committees.
- Participate in building leadership meetings.
- Perform other appropriate tasks and responsibilities as may be delegated by the Headmaster, Housemasters or Program Directors.

Instruction

- Lead and participate in non-evaluative peer observations, learning walks, instructional rounds visits, and other collaborative learning activities designed to continually improve instructional practice.
- Provide logistical support for teaching staff.
- Promote teachers' delivery and understanding of the school curriculum through collaborative long-range and short-range planning and teacher coaching and co-teaching.
- Promote best practices in content area instruction.
- Facilitate teachers' use of successful, research-based instructional strategies, including differentiated instruction for diverse learners.

Curriculum

- Assist building and district administration in curriculum development and implementation including giving voice to recommended textbooks, equipment and supplies for student use.
- Provide curricular support to new teachers.
- Assist with vertical articulation of curriculum within the building and from elementary to middle school and middle to high school.
- Assist teachers in the creation of authentic assessments that are in alignment with national and state standards.
- Help in building/strengthening the collaboration with Special Education around how best to service the needs of Special Education students.
- Oversee alignment of common standard and performance assessments and unit expectations to learning expectations for students.

Material Support

- Support district purchase of textbooks and other instructional materials.
- Facilitate acquisition and continuing maintenance of instructional materials.



Fairfield Public Schools Job Description

Job Title: Executive Director of Instruction, Curriculum and Assessment

Expected Outcome:

Use best practices to align instructional, curricular, and assessment practices to ensure all students achieve the Vision of the Graduate. Provide all necessary professional learning to ensure staff can support fulfillment of this goal. Develop programs, pathways, and processes to ensure readiness for future educational needs.

Job Purpose Statement:

Ensures alignment of all district processes to ensure a primary focus on the attainment of achievement for all students. Responsible for the implementation of District and School Improvement Plans. Supervises and evaluates Principals as determined by the Superintendent. Assists with the articulation and direction of all instructional programs, teaching practices, staff development and curriculum implementation. Ensures alignment between general education and Special Education in issues of curriculum, assessment, staffing, budgeting, resources, professional learning, and expectations.

Responsible To: Superintendent of Schools

Essential Job Functions:

A. Supervision and Evaluation

- Assumes responsibility for the evaluation of administrators as determined by the Superintendent of Schools.
- Conducts regularly scheduled conferences with School Principals and High School Headmasters.
- Conducts regularly scheduled meetings with Executive Directors, Elementary Program Leaders, Secondary Program Leaders, and Curriculum leadership to ensure coherence in the implementation of School and District Improvement Plans.
- Provides supervisory support and advice to administrators.
- Works with all school administrators to assist them with operational and administrative activities, with particular emphasis on implementation of Board of Education Policy.

- Visits classrooms informally and when requested by teachers and/or administrators.
- Ensures effective implementation of the supervisory protocol PK-12.

B. Instruction

- Leads development of instructional expectations across grades, departments and levels to ensure a PK-12 continuum of progression.
- Oversees, with the Executive Director of Personnel and Legal Services, the implementation of the evaluation program for professional and non-certified staff.
- Assists building administrators with their responsibilities of staff supervision and evaluations.
- Identifies and plans, with members of the District Leadership Team and the Professional Development and Evaluation district committee, the professional learning needs of staff.
- Leads the Professional Development and Evaluation Committees.
- Collaborates with district administrators to ensure staff receive appropriate professional learning.
- Provides professional learning for administrators as needed.
- With the Executive Director of Processes and Operations, coordinates the district professional development calendar and oversees all professional learning initiatives and budgets with Directors, Principals, and District Leadership.
- With the Executive Director of Processes and Operations, oversees the use of data to support all students' achievement of the Vision of the Graduate.

C. Curriculum

- Develops and maintains a consistent curriculum template for use across all departments and disciplines
- Assists all administrators with the implementation of the district curriculum.
- Advocates instructional activities and assessment protocols that promote an optimal learning environment.
- Works cooperatively with all Directors and school administrators to articulate the district's educational program to the community and parents.
- Ensures that all state mandated-testing and assessments are compliant.

D. Assessment

- Builds and maintains a PK-12 assessment system aligned to the curriculum learning expectations of the adopted curriculum, Vision of the Graduate and graduation expectations.
- Ensures that the assessment system is comprehensive and informs the instructional work of staff to build continuous improvement.
- Provides professional learning to staff in assessment development and design.

E. Administration

- Serves on system-wide committees and special study groups as required.
- Coordinates all reports and records pertaining to the instructional programs.
- Attends Board of Education meetings and work sessions; serves as a resource to the Policy Committee and other subcommittees of the Board of Education.
- Leads special projects at the district level as requested by the Superintendent.
- Makes decisions and gives counsel as requested by administrators on the daily operation and implementation of Board of Education Policy.
- Assists in the development and implementation of the system's operating budget.
- Serves as a key member of the emergency operations team at the Central Office.
- Develops and implements Fairfield Public Schools' Racial Imbalance Plan.
- Serves as a resource consultant to lay committees as requested.
- Coordinates activities and interests of community agencies that may participate in various aspects of all district initiatives.
- Serves as the Superintendent's designee to resolve/hear parent or community complaints not resolved at lower levels of the school system.
- Performs other duties as requested by the Superintendent.

Preferred Qualifications:

Minimum of eight years successful experience in education and administration. Some administrative experience at the central office level is preferred. Experience at the secondary level is essential.

Requires Connecticut certification as an Intermediate Administrator or Supervisor (092); Connecticut certification as a Superintendent (093) is preferred.

Terms of Employment:

12-month position.

Salary commensurate with experience.

Evaluation:

The Superintendent will evaluate performance on an annual basis.

Physical Exertion/Environmental Conditions:

Performs duties in an office environment. Routinely and intermittently exposed to computer screen. May be required to lift light to medium weights (for example, ledgers, office supplies, etc.). Some degree of stress in meeting report deadlines and in dealing with requests for confidential information.

Filing Date:

Rev. 12/19



Fairfield Public Schools Job Description

Job Title: Executive Director of Processes and Operations

Expected Outcome: Ensure oversight of all district processes and operations to promote efficiencies that support the Vision of the Graduate for all students in the Fairfield Public Schools. Ensure all operational changes are effectively implemented with fidelity on a cost-efficient basis. Ensure that ambitious planning does not exceed the district's capacity to deliver quality improvement.

Job Purpose Statement:

The individual in this position oversees the processes and operations in all departments to ensure system coherence and efficiency; ensures systemic adherence to Board of Education policies; supports implementation of District and School Improvement Plans; supervises and evaluates administrative staff and Principals as determined by the Superintendent; assists with the direction and implementation of all operational programs, business services, human resources, staff development and curriculum implementation; assists with aligning general education and Special Education in issues of curriculum, assessment, staffing, budgeting, resources, professional learning, and expectations; and assumes responsibility for the operation of the school district in the absence of the Superintendent.

Responsible to: Superintendent of Schools

Essential Job Functions:

A. Supervision and Evaluation

- Assumes responsibility for the evaluation of administrators as determined by the Superintendent of Schools.
- Participates in regularly scheduled conferences with School Principals and High School Headmasters.
- Participates in regularly scheduled meetings with the Executive Directors, Elementary Program Leaders, Secondary Program Leaders, and Curriculum leadership to ensure coherence in the implementation of School and District Improvement Plans.
- Provides supervisory support and advice to administrators.

- Works with all school administrators to assist them with operational and administrative activities, with particular emphasis on implementation of Board of Education Policy.
- Visits classrooms informally and when requested by teachers and/or administrators.

B. Operations

- Assists all administrators in the implementation of district processes and operations.
- Advocates and builds district initiatives and protocols that promote an optimal learning environment.
- Works cooperatively with all Directors and school administrators to articulate the district's educational program to the community and parents.
- Responsible for Student Record filing (PSIS, TCS manager, student retention, and transcripts).
- Oversees the district's registration and student placement process.
- Supervises the maintenance of historical pupil records and provides transcripts as requested.
- With the Executive Director of Personnel and Legal Services, reviews all transfer assignment requests from individuals and transfer assignment recommendations from administrators and program leaders. Consults with the appropriate building administrators, program leaders and respective staff members.
- With the Executive Director of Personnel and Legal Services, conducts periodic studies concerning staff composition, utilization, deployment, turnover and absenteeism. Carries out studies involving other school districts where comparative data are needed.
- Oversees data collection to ensure it is used effectively to support district needs; including, in conjunction with the Executive Director of Instruction, Curriculum and Assessment, the support of all students' achievement of the Vision of the Graduate.
- Oversees the district's Information Technology Department.

C. Staff Development

- Aligns program initiative implementation with available professional learning time to ensure all initiatives can be fully supported; coordinates the district professional development calendar and oversees all professional learning initiatives and budgets with Directors, Principals, and District Leadership.
- Collaborates with district administrators to ensure staff receive appropriate professional learning.
- Provides professional learning for administrators as needed.

D. Administration

- Serves on system-wide committees and special study groups as required.
- Coordinates all reports and records pertaining to the instructional programs.
- Attends Board of Education meetings and work sessions; serves as a resource to the Policy Committee and other subcommittees of the Board of Education
- Leads special projects at the district level as requested by the Superintendent.
- Makes decisions and gives counsel as requested by administrators on the daily operation and implementation of Board of Education Policy.
- Assists in the development and implementation of the system's operating budget.
- Serves as a key member of the Emergency Operations Team at Central Office.
- Serves as a resource consultant to lay committees as requested.
- Coordinates activities and interests of community agencies who may participate in various aspects of all district initiatives.
- Serves as the Superintendent's designee to resolve/hear parent or community complaints not resolved at lower levels of the school system.
- May serve as the Superintendent's designee on cases of student expulsions.
- Reviews requests for out of district placements and issues decisions in accordance with district regulations and expectations.
- Performs other duties as requested by the Superintendent.

Preferred Qualifications:

Minimum of eight years of successful experience in education and administration. Building leadership experience, preferably secondary, is essential. Some administrative experience at the central office level is preferred.

Requires Connecticut certification as an Intermediate Administrator or Supervisor (092); Connecticut certification as a Superintendent (093) is preferred.

Terms of Employment:

12-month position.

Salary commensurate with experience.

Evaluation:

The Superintendent will evaluate performance on an annual basis.

Physical Exertion/Environmental Conditions:

Performs duties in an office environment. Routinely and intermittently exposed to computer screen. May be required to lift light to medium weights (for example, ledgers, office supplies, etc.). Some degree of stress in meeting report deadlines and in dealing with requests for confidential information.

Filing Date:

Rev. 12/19



Fairfield Public Schools Job Description

Job Title: Executive Director of Finance

Expected Outcome: Ensure that district resources are allocated efficiently and equitably in support of the District Improvement Plan. Ensure efficient and effective support of school and district resource requests.

Job Purpose Statement: Responsible for the planning and management of the financial and business related operations of the school system to include: accounting, budget, payroll, insurance, enrollment projections, purchasing and central warehousing of supplies and equipment, and the school lunch program.

Responsible To: Superintendent of Schools

Essential Job Functions:

A. Administration

- With the Executive Director of Processes and Operations, ensures that all district initiatives and plans support the implementation of the District Improvement Plan and the fulfillment of the Vision of the Graduate for all students.
- Administers the health and other employee insurance programs for the system in accordance with Board of Education policy and State of Connecticut statutes.
- Acts as liaison with the community and Town of Fairfield officials on fiscal and business-related matters.
- Provides calculations and advisement for labor negotiations.
- Coordinates and supervises the preparation of state and federal reports which relate to the Business Office.
- Performs additional administrative duties delegated by the Superintendent of Schools.
- Attends Board of Education meetings and work sessions to serve as an advisor and resource person.

B. Budget and Finance

- Supervises the school district's Supervisor of Fiscal Services.
- Supervises and coordinates the development of the annual operating budget.
- Assists the Superintendent of Schools in presenting and interpreting the budget to the Board of Education, the town government and the community.
- Controls expenditures of budget appropriations in accordance with established goals and objectives.
- Establishes and supervises a program of accounting and reporting on the financial affairs of the district.
- Coordinates all audits of the system and reports on them to the Superintendent and the Board of Education.
- Administers the payroll process of the district. Provides for annual and long-range projections for student enrollment.

C. Food Services

- Supervises the Manager of Food and Nutrition Services.
- Provides personnel support and advice to the Food Service Director for the ongoing program of staffing the district-wide school lunch program.
- Plans, implements and evaluates the food service program in all schools to include resource allocation and financial management; plans, implements and evaluates a program of marketing and communication as an independent business operation.
- Reviews menus, school lunch prices, safety and health issues.
- Provides a program to upgrade equipment and materials used by the school lunch program.
- Provides personnel support and advice to the food service organization.

D. Transportation

- Oversees the Transportation Director and transportation contractor.
- With the Executive Director of Special Education and the Executive Director of Processes and Operations, ensures routing and cost efficiencies in the transportation of all students requiring alternate forms of transportation.
- Participates in the selection of transportation vendors when appropriate.

E. Purchasing

- Develops purchasing procedures in cooperation with the Town Purchasing Agent and supervises the purchasing function of the school system.
- Supervises all warehousing and distribution operations.
- Develops and maintains a fixed asset inventory system for the school district.

Preferred Qualifications:

A Connecticut School Business Administrator Certificate is required. A minimum of five years related administrative experience in school finance, transportation, facilities and management information systems is preferred.

Terms of Employment:

12-month position.

Salary commensurate with experience.

Evaluation: The Superintendent will evaluate performance on an annual basis.

Physical Exertion/Environmental Conditions:

Performs duties in an office environment. Routinely and intermittently exposed to computer screen. May be required to lift light to medium weights (for example, ledgers, office supplies, etc.). Some degree of stress in meeting report deadlines and in dealing with requests for confidential information.

Filing Date:

Rev: 12/19



Fairfield Public Schools Job Description

Job Title: Executive Director of Personnel and Legal Services

Expected Outcome:

Recruit, develop, and maintain staff whose primary focus, no matter their role, is on ensuring the success of all students. Develop programmatic support, with other members of the administrative team, to ensure high quality professional learning throughout a staff member's tenure. Provide logistical support for all school and district initiatives to ensure the success of all students.

Job Purpose Statement:

Responsible for the planning and operation of all personnel and legal services to support the operation of the school district, particularly in the areas of personnel management, labor relations, policy and coordination of legal matters.

Responsible To: Superintendent of Schools

Essential Job Functions:

A. Recruitment/Selection

- Administers a recruitment and selection program for all categories of certified personnel (teachers, support staff and administrators) and other non-certified employees such as educational paraprofessionals and secretaries. Coordinates substitute teachers and graduate intern program. Coordinates all procedures used in recruiting and selection of candidates for administrative appointments; serves as Chair of the screening committee.
- Maintains liaison with college placement offices and with the Certification Office of the State Department of Education. Coordinates the preparation of personnel reports and correspondence required by the Retirement Board and State Certification Office.

B. Administration

- Acts as liaison with the community and Town of Fairfield officials on human resources and legal matters.
- Serves as the district contact and consultant for former retirees.

- Administers a personnel records system for staff (certified and non-certified personnel, substitutes and hourly employees), including the maintenance of records of former employees.
- Oversees, with the Executive Director of Instruction, Curriculum, and Assessments, the implementation of the evaluation program for professional staff and non-certified staff.
- Assists building administrators with staff supervision responsibilities and evaluations. Coordinates and directs all legal services pertaining to staff dismissal proceedings.
- Manages legal services for the district and provides (or coordinates) legal representation in matters involving the school district.
- Provides advice and counsel to staff members seeking information about programs for personal and professional development, including graduate and certification studies, retirement, insurance, career options and assignments.
- Provides administrative support in the area of compliance with federal, state and local laws, and administrative regulations.
- Processes all staff changes (resignations, retirements, dismissals, leaves of absence, and salary adjustments), conferring with requesting parties and advising individuals of rights.
- Coordinates preparation of all reports or report segments, on personnel matters for the Town of Fairfield, state and federal agencies and various professional and private organizations
- Receives, reviews and implements any newly created extra pay position; reviews and recommends salary adjustments for existing assignments.
- Coordinates Administrator Aspirant and Induction Programs.
- Attends Board of Education meetings and work sessions as an advisor and resource person.
- Assumes responsibilities for all other tasks as assigned by the Superintendent.

C. Labor Relations

- Administers the negotiated contract between the recognized bargaining units and the Board of Education as well as Board policies and Connecticut State Statutes in an effective and equitable manner.
- Serves on the Board of Education negotiating team and holds the major staff responsibility for conducting negotiations with the certified bargaining unit representing the teacher group, the administrator group, and all non-certified units.
- Directs the collection and compilation of data and studies which may be needed when conducting negotiations, mediations and if necessary, binding arbitrations.

D. Staffing

- With the Executive Director of Processes and Operations, reviews all requests from individuals or recommendations from administrators or program leaders for assignment transfers. Consults with the appropriate building administrators, program leaders and respective staff members.
- With the Executive Director of Processes and Operations, conducts periodic studies of staff composition, utilization and deployment, turnover and absenteeism. Carries out studies involving other school districts where comparative data are needed.

E. Legal/Contractual Monitoring

- Informs new employees about certification requirements, forms to be completed, fingerprinting, fringe benefits, conditions of employment, contract and Board policy and other information pertinent to successful employment in Fairfield.
- Serves as system coordinator for all Title IX, sexual harassment and affirmative action activities including the monitoring and processing of grievances.
- Assigns and ensures compliance with all ethics, equity and harassment investigations.
- Provides interpretation of laws, employee training sessions and negotiation of contract terms.
- Facilitates compliance with the Connecticut Freedom of Information Act.
- Provides administrative policy review, revision recommendations and interpretation to the Superintendent and Board of Education.
- Coordinates with outside firms to handle litigation and other matters that are handled in the courts.
- Provides guidance to principals and administrators on matters of custody issues such as to whom to release a student, student records, student discipline, harassment, child abuse, employee discipline, ethics and Board of Education policies.
- Assists program leaders with risk management and risk avoidance.
- Provides guidance to athletic and activity programs to ensure compliance with federal, state and local laws, administrative regulations, and Board of Education policy.
- Monitors all legislation and Connecticut regulations affecting the district.

Preferred Qualifications:

Successful administrative or leadership experience required. Able to practice law in the State of Connecticut; legal experience with labor law and public education.

Term of Employment:

12-month position.

Salary commensurate with experience.

Evaluation:

The Superintendent will evaluate performance on an annual basis.

Physical Exertion/Environmental Conditions:

Performs duties in an office environment. Routinely and intermittently exposed to computer screen. May be required to lift light to medium weights (for example, ledgers, office supplies, etc.). Some degree of stress in meeting report deadlines and in dealing with requests for confidential information.

Filing Date:

kvh 6/5/84

Revised 3/1/95

Revised 7/1/04

Revised 3/1/12

Revised 3/8/17

Revised: 12/19



Fairfield Public Schools Job Description

Job Title: Executive Director of Special Education & Student Services

Expected Outcome: Ensure that all students are able to fulfill the Fairfield Public Schools' Vision of the Graduate. Ensure student supports are developmentally appropriate; support students towards achieving their highest level of independence. Ensure the Fairfield Public Schools are compliant with each child's IEP and all state and federal requirements.

Job Purpose Statement: To maintain and sustain a Special Education team that works collaboratively within the Instructional Department. To maintain and sustain a Special Education team that is collaborative and supportive of one another and with the families and students of Fairfield. To monitor the implementation and compliance with state and federal laws, regulations and guidelines regarding Special Education and related services (including appropriate programming and reporting).

Responsible To: Superintendent of Schools

Essential Job Functions:

A. Supervision and Evaluation

- Assumes responsibility for the evaluation of administrators as determined by the Superintendent of Schools.
- Conducts regularly scheduled conferences with the School Principals and High School Headmasters.
- Conducts regularly scheduled meetings with Executive Directors, Elementary Program Leaders, Secondary Program Leaders, and Curriculum leadership to ensure coherence in the implementation of School and District Improvement Plans.
- Provides supervisory support and advice to administrators.
- Works with all school administrators to assist with operational and administrative activities, with particular emphasis on implementation of Board of Education Policy related to Special Education
- Visits classrooms at will and upon request of teachers and/or administrators.
- Ensures effective implementation of the supervisory protocol PK-12.

B. Curriculum and Instruction

- With the Executive Director of Instruction, Curriculum, and Assessment ensures alignment and continuum of services from core instruction through interventions (SRBI) to the Special Education referral process.
- Ensures alignment of IEP goals and objectives with the Board of Education's adopted curricular goals and objectives.
- Assists all administrators with implementation of the district curriculum.
- Advocates for instructional activities and assessment protocols that promote a least restrictive learning environment.
- Works cooperatively with all Directors and school administrators to articulate the district's educational program to the community and parents.
- Ensures that all state mandated testing and assessment is compliant.
- Collaborates with Special Education Coordinators and Principals to assist and advise in site-level decision making through the Scientifically Research Based Intervention system (SRBI).

C. Staff Development

- Collaborates with district administrators to ensure staff receive appropriate professional learning.
- Provides professional learning for administrators as needed.
- Under the auspices of the Executive Director of Instruction, Curriculum, and Assessment, proposes annually a dynamic professional development program specifically for staff working in Special Education, which will provide opportunities to share and learn from one another and enhance awareness of available tools, resources, and opportunities.
- With the Executive Director of Processes and Operations and Executive Director of Instruction, Curriculum, and Assessment, coordinates the district professional development calendar and oversees all professional learning initiatives and budgets with Directors, Principals, and District Leadership.
- With the Executive Director of Processes and Operations and the Executive Director of Instruction, Curriculum, and Assessment, oversees the use of data to support all students' achievement of the Vision of the Graduate.

D. Administration

- Serves on system-wide committees and special study groups as required.
- Coordinates all reports and records pertaining to the instructional programs.

- Attends Board of Education meetings and work sessions, serves as a resource to the Policy Committee and other subcommittees of the Board of Education.
- Leads special projects at the district level as requested by the Superintendent.
- Makes decisions and gives counsel as requested by administrators on the daily operation and implementation of Board of Education Policy.
- Assists in the development and implementation of the district's operating budget.
- Serves as a key member of the Emergency Operations Team at Central Office.
- Serves as a resource consultant to lay committees as requested.
- Coordinates activities and interests of community agencies who may participate in various aspects of all district initiatives.
- Serves as the Superintendent's designee to resolve/hear parent or community complaints not resolved at lower levels of the school system.
- May serve as the Superintendent's designee on cases of student expulsions.
- Performs other duties as requested by the Superintendent.
- Oversees all Planning & Placement Team processes which involve district level intervention:
 1. Prepare agenda and case material.
 2. Secure necessary evaluations and supporting documentation.
 3. Oversee Individual Education Program (IEP).
 4. Implement/monitor follow-up assignments as per IEP.
- Supervise the work and evaluate the Central Office staff in the Special Education and Student Services Department.
- Oversees and manages the state reporting system for Special Education and Student Services as required for state reporting.
- Prepares proposals, manages the program, and submits reports for funding under the various grant programs of the State of Connecticut and Federal Government.
- Ensures compliance with State of Connecticut and Federal Regulations.
- Oversees Title IX and 504 compliance across the district in collaboration with Legal Services.
- Manages the compliance and financial reports of Connecticut General Statutes §10-253 which includes foster placements in Special Education, both in and out of the Town of Fairfield.

- Oversees the entry, production and distribution of all IEP's completed in Fairfield Public Schools through the use of a computerized system in order to maintain compliance.
- Oversees the Special Education Coordinators, BCBA's, Lead Teacher Psychologist, and others as needed or assigned.
- Collates Suspension Reports and the high school Special Education Failing List information from the Principal Team and recommends follow-up action as appropriate.
- Submits annual suspension and expulsion report to the Superintendent.
- Submits monthly failing report to the Superintendent and Executive Director of Instruction, Curriculum, and Assessment to inform of Special Education success rate.
- Manages Due Process Hearings, as required by law, including:
 1. Negotiates with parents or guardians in an effort to resolve issues.
 2. Ensures compliance with mandated procedures.
 3. Prepares documentation.
 4. Consults and plans with the Executive Director of Personnel and Legal Services.
 5. Assists members of the leadership team in providing strategies for hearings.
 6. Manages the Due Process hearing with Legal Services and plans any follow-up necessary.
- Manages and monitors the services in private day or residential placements.
- Keeps current on trends in instructional practice, legal issues, and changes in procedural expectations at the state and federal level.
- Acts as the liaison with the Special Education Parent Teacher Association (SEPTA) and the public to forge a collaborative relationship which keeps the community informed of available opportunities that foster growth and understanding of students with special needs.
- Coordinates the staff in the Special Education and Student Services Department.
- Provides input to all building Principals in the evaluation of professional staff who are certified in the area of Special Education.

E. Program Services

Oversees the efficiency, effectiveness, and legal requirements of the following programs, with the assistance of the Special Education team:

1. Deaf Education
2. Special Education: Pre-School - Grade 12
3. School Psychologists

4. Social Workers
5. Speech/Language/Hearing
6. Guidance and Counseling
7. Student Records and FERPA Compliance
8. Alternative programming options for students with special needs
9. Child Find
10. Structure and Support of school site Planning & Placement Teams
11. Homebound Tutoring
12. Placement of students in out-of-district facilities
13. Physical Therapy
14. Occupational Therapy
15. Adaptive Physical Education for Special Education
16. Visually Handicapped
17. Summer Program for Special Education

Preferred Qualifications:

Intermediate Administrator and Supervisor Certificate issued by the Connecticut State Department of Education. Five years of serving students with special needs or related field such as school psychology or social work. At least two years' experience in administration preferred: general administration, special education law, and/or leadership of instruction for special needs children.

Terms of Employment:

12-month position.

Salary commensurate with experience.

Evaluation: The Superintendent will evaluate performance on an annual basis.

Physical Exertion/Environmental Conditions:

Performs duties in an office environment. Routinely and intermittently exposed to computer screen. May be required to lift light to medium weights (for example, ledgers, office supplies, etc.). Some degree of stress in meeting report deadlines and in dealing with requests for confidential information.

Filing Date:



Fairfield Public Schools Job Description

Job Title: Public Affairs Officer

Expected Outcome: Provide timely and accurate communication to all stakeholders on all matters relevant to the Fairfield Public Schools.

Job Purpose Statement: The Director of Communications is responsible for developing, evaluating, and implementing a comprehensive communications plan for the district. Communications include internal and external communications of importance to staff, the Board of Education and the public via press releases, public presentations, email, websites and social media.

Responsible To: The Superintendent of Schools

Essential Job Functions:

- Develop forward-thinking communications plan, listening mechanisms and feedback strategies to engage internal and external stakeholders in the Fairfield community. Communicates the district's vision, mission, and strategic plan with all stakeholders via management of public relations, media relations, and community relations programs.
- Develops questions for climate surveys and focus groups related to communication.
- Ensures that the district's vision, mission and message are aligned across all external and internal engagements.
- Quickly develops and implements crisis communication plans, including managing communication around external complaints, concerns and crises.
- Designs and develops publications and media including the Annual Update and District Improvement Plan.
- Develops and manages media campaigns (district and school-level).
- Provides guidance and assistance to schools with the coordination and management of school-level communications (via the district communications framework).
- Supports the Superintendent and Board of Education with external communications by preparing presentations, talking points, letters, etc.; coordinates student and staff recognition programs.

- Collaborates with school liaisons to identify and publicize accomplishments of students at monthly Board of Education meetings and with local media.
- Manages media relations (pitching and responding), and collaborates with the Superintendent and members of the Executive Team to develop key messaging for both positive and negative media inquiries.
- Develops and publishes news releases for district and school-level events.
- Researches and designs website standards and content direction to ensure alignment to district strategies and brand; gathers information on website design; develops and communicates website standards; develops content for website in collaboration with district leaders and principals.
- Develops social media strategy and performance measures; executes social media campaigns; manages social media, including monitoring and responding to social media activity; evaluates social media performance measures.
- Provides professional learning to school and district staff on strong communication skills, strategies, and designs. Provides feedback on current means of communication.
- Supports parent organizations.
- Serves as liaison with community members including realtors and businesses.

Knowledge and Skills:

- Commitment to creating schools that provide an education that cultivates productive habits of mind, body, and heart in every student.
- Strong knowledge of and experience in public relations, media, marketing or communications.
- Ability to collaborate as part of an integrated team, and ability to develop a collegial environment within the school to support students and programs.
- Solid understanding of qualitative and quantitative information to determine effectiveness of programs and initiatives.
- Excellent conceptual, analytical, problem solving, organizational and leadership skills.
- Ability to analyze and synthesize information, develop and monitor a plan and produce relevant reports.
- Background in budget development/administration and the understanding of financial resources.
- Self-directed with attention to detail and excellent time management skills.

- Exceptional oral and written communication skills and a record of accomplishment of working collaboratively with multiple and diverse constituencies.
- Strong knowledge in relevant technology, including an ongoing adaptation to evolving technologies, such as the Google suite, Office 365 and relevant social media platforms.
- High standards of ethics, honesty, and integrity

Preferred Qualifications: Minimum of a Bachelor's degree in Language Arts, Communications, Public Relations, Marketing or a related field. A minimum of five (5) years in a position in Public Relations, Marketing or a related field. Experience in a school district is preferred.

Terms of Employment:

0.5 FTE.

12-month position (non-union).

Salary commensurate with experience.

Evaluation: The Superintendent will evaluate performance on an annual basis.

Physical Exertion/Environmental Conditions:

- While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee is occasionally required to stand, walk, operate a computer and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as reports. Specific vision abilities required by this job include close vision and depth perception. Regular attendance is required to perform the duties of this position.
- Ability to reason logically, draw valid conclusions, and make appropriate recommendations.
- Ability to work in an environment with frequent interruptions and moderate noise level.
- Ability to withstand a high degree of stress working with time-sensitive assignments and multiple demands.



Fairfield Public Schools Job Description

Job Title: Secretary, Business Office Support (Construction and School Services)

Job Purpose Statement: Performs responsible and technical clerical/secretarial work with accuracy and speed; works independently with minimal supervision in a multi-task environment of frequent interruptions and changes in task priority. Accurately interprets and applies legal mandates, policies, regulations and guidelines with regard to student records; accurately performs simple mathematical calculations, meets stringent deadlines; communicates effectively in oral and written form; effectively operates a computer and uses appropriate application software; understands and follows oral and written directions.

Responsible To:

Receives direction from the Director of Operations and task or project supervision from the Manager of Construction, Security and Safety, the School Services Coordinator and the Business Services Coordinator.

Supervision Exercised: Not applicable.

Essential Job Functions:

Utilizes computer programs and new office technologies (e.g., Microsoft Suite) to communicate data for the purpose of conveying information and scheduling meetings.

Oversees utility billing and plans projections based on past use. Participates in efforts to improve conservation of resources.

Responsible for entering and tracking all purchase requisitions, purchase orders, quotes and invoices related to construction, safety and security and school services. This includes maintaining a variety of manual and electronic documents, files and records for the purpose of reconciling accounts as well as providing up-to-date account balance information.

Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.

Answers and screens incoming telephone calls. Receives packages from various mail distributors and vendors. Responds to inquiries and provides information as appropriate. Opens and distributes mail.

Maintains office supply inventory for the department. Coordinates repairs and supplies for the Business Office copiers.

Assists with processing construction grants as defined by the State of Connecticut Office of School Construction Grants and Review.

Coordinates School Services and Construction, Security and Safety related meetings. Updates the Emergency Protocol Book, Policy Handbook, School Safety Committee and Tools for Schools Committee information.

Provides backup support for the reservation clerk.

Provides general secretarial support to the Manager of Construction, Security and Safety, the School Services Coordinator and the Business Office.

Performs other duties as assigned by the Director of Operations or designee.

Incidental Job Functions:

Performs clerical/computer functions, receptionist and secretarial tasks, including organizing and maintaining office files, screening mail and calls, and greeting visitors. Operates various office equipment; such as a desktop computer, calculator, copy machine and fax machine. Relieves office staff as necessary. Assists Business Office staff as needed. May perform other duties as required.

Knowledge, Skills and Abilities:

Knowledge of modern office practices, procedures and equipment. Knowledge of business English, spelling and mathematics. Ability to acquire a strong working knowledge of Board of Education rules, policies, procedures and functions. Ability to perform statistical data entry and to type accurately a variety of records, reports and related materials. Ability to make relatively complex mathematical computations and tabulations. Ability to understand and follow moderately complex oral and written instructions and ability to make decisions in accordance with Board of Education policy. Ability to compose correspondence, memoranda, and related reports. Ability to establish and maintain files and administrative records. Ability to establish and maintain effective working relationships with school staff, employees and the general public. Ability to deal with confidential data in a mature and responsible manner. Attention to detail and strong proofreading skills are required.

Minimum Qualifications Required:

The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Physical Exertion/Environmental Conditions:

Performs duties in an office environment. Routinely and intermittently exposed to computer screen. May be required to lift light to medium weights (for example, ledgers, office supplies, etc.). Some degree of stress in meeting report deadlines and in dealing with requests for confidential information.

Term of Employment:

12-month position.

Salary per union contract

Evaluation:

Annual Evaluation.

Bulletin:

This job requires varied computer, clerical, secretarial and accounts clerk skills. The Secretary must be a self-starter, comfortable working independently, with people and numbers, and capable of interpreting Board of Education policy to the public in a pleasant and affirmative manner.

1/8/2019



Fairfield Public Schools Job Description

Job Title: Secretary Student Records and Instructional Support

Job Purpose Statement:

Performs responsible and technical clerical/secretarial work with accuracy and speed; works independently with minimal supervision in a multi-task environment of frequent interruptions and changes in task priority. Accurately interprets and applies legal mandates, policies, regulations, and guidelines with regard to student records; accurately performs simple mathematical calculations, meets stringent deadlines; communicates effectively in oral and written form; effectively operates a computer and uses appropriate application software; understands and follows oral and written directions.

Responsible To:

Receives direction from the Executive Director of Instruction, Curriculum and Assessment and task or project supervision from the Program Directors

Supervision Exercised: Not applicable.

Essential Job Functions:

Utilizes computerized student information system to maintain student enrollment information. Receives student data from schools and a variety of sources. Ascertain accuracy and reliability of information.

Produces monthly, annual and periodic enrollment reports, and submits reports as necessary to the Connecticut State Department of Education and other offices as required. Updates permanent files as necessary (e.g. PSIS and TCS data).

Maintains all withdrawn files for grades PK-7. Coordinates graduate and withdrawn files for retention and storage.

Registers nonpublic and out-of-district summer school students.

Processes, tracks and researches requests for student transcripts and related records as authorized within Board of Education policies; advises former and current students, employers and educational institutions of guidelines for obtaining information. Receives, records and processes fees. Arranges for annual CD ROM scanning of records.

Supports school and district staff with importing and exporting student online assessment and program information. Develops student information reports for schools and the district, and serves as a resource for staff with online access and training.

Incidental Job Functions:

Performs clerical/computer functions, receptionist and secretarial tasks including organizing and maintaining office files, screening mail and calls, and greeting visitors. Operates various office equipment, such as a desktop computer, calculator, copy machine and fax machine. Relieves office staff as necessary. Assists Business Office staff as needed. May perform other duties as required.

Knowledge, Skills and Abilities:

Knowledge of modern office practices, procedures and equipment. Knowledge of business English, spelling and mathematics. Ability to acquire a strong working knowledge of Board of Education rules, policies, procedures and functions. Ability to perform statistical data entry and to type accurately a variety of records, reports and related materials; make relatively complex mathematical computations and tabulations; understand and follow moderately complex oral and written instructions and ability to make decisions in accordance with Board of Education policy; compose correspondence, memoranda, and related reports; establish and maintain files and administrative records; establish and maintain effective working relationships with school staff, employees and the general public; and ability to handle confidential data in a mature and responsible manner. Attention to detail and strong proofreading skills are required.

Minimum Qualifications Required:

The skills and knowledge required would generally be acquired with graduation from high school and two years of responsible secretarial or clerical experience; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Term of Employment:

12-month position.

Salary per union contract.

Evaluation:

Annual evaluation.

Physical Exertion/Environmental Conditions:

Performs duties in an office environment. Routinely and intermittently exposed to computer screen. May be required to lift light to medium weights (for example, ledgers, office supplies, etc.). Some degree of stress in meeting report deadlines and in dealing with requests for confidential information.

Bulletin:

This job requires varied computer, clerical, secretarial and accounts clerk skills. The Secretary must be a self-starter, comfortable working independently, with people and numbers, and capable of interpreting Board of Education policy to the public in a pleasant and affirmative manner.

11/7/2019



Fairfield Public Schools Job Description

Job Title: School-Based SRBI Coordinator

Expected Outcome: Support all staff to plan, implement, and progress monitor best practices in Tier 2 and Tier 3 interventions with the goal of closing the achievement gap and growing all student achievement in literacy, numeracy and well-being.

Job Purpose Statement: The School-Based SRBI Coordinator is responsible for overseeing a school's SRBI decision making process and guiding the creation and implementation of student intervention plans. Responsibilities include the analysis of student data, development of intervention goals and learning targets, exploring instructional approaches and/or programs, monitoring of students' growth in interventions, and providing professional learning to staff. The SRBI Coordinator is responsible to communicate and monitor SRBI Tier 2 and Tier 3 plans with all school staff as well as district personnel.

Responsible To: The School-Based SRBI Coordinator reports to the Principal and works in collaboration with the Literacy and Math Program Directors.

Essential Job Functions:

- Assists with literacy and numeracy intervention and general student support in the core areas, including forming small groups and delivering Tier 2 interventions.
- Aides in identifying student learning needs, monitoring and documenting progress, communicating with teacher teams, assisting with SRBI meetings and preparing reports for building leadership teams.
- Acts under the direction of the building administrators and in collaboration with district supervisors, team leaders, and instructional coaches as needed.
- Guides teachers and interventionists to utilize a variety of research-based, district-approved intervention programs including technology-based adaptive programming. All intervention programs must be determined by the needs of students as evidenced in data; reviewed using a data review cycle; and adjusted to meet the changing needs of students.
- Schedules monthly grade-level SRBI meetings with teachers and administrators to discuss student progress.
- Schedules monthly school-wide SRBI meetings with Special Education teachers of English Learners, administrators, school psychologists, and school counselors to discuss students that may be considered for PPT 1.

- Presents universal screening data and progress monitoring data to teachers during grade-level meetings and uses the data to create strategy groups.
- Schedules biweekly meetings with interventionists and/ or teachers to discuss students in Tier 2.
- Works with students in Tier 3 using various programs.
- Manages data on all students in SRBI and prepares necessary reports for teachers and administrators.
- Monitors program/ intervention for students who scored below proficient on SBA and other grade-level learning targets.
- Works in collaboration with building leadership and program directors to research and implement new resources.
- Attends the PPT 1 and presents data from intervention.

Preferred Qualifications:

Experience in reading and/or mathematics instruction.

Appropriate CT Certification.

Terms of Employment:

10.5 month position.

Member of the Fairfield Education Association.

Salary per contract.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, operate a computer and reach with hands and arms. The employee must occasionally lift and/or move items up to 10 pounds (such as reports). Specific vision abilities required by this job include close vision and depth perception. Regular attendance is required to perform the duties of this position. The employee must have the ability to reason logically, draw valid conclusions, make appropriate recommendations, work in an environment with frequent interruptions and moderate noise level, and withstand a high degree of stress working with time-sensitive assignments and multiple demands.

Filing Date:

Rev: 1/20



Fairfield Public Schools Job Description

Job Title: Director of Operations

Expected Outcome: Ensure safe, clean, and well-resourced schools and grounds for students, staff, and the community.

Job Purpose Statement:

The individual in this position is a member of the Superintendent's Executive Team at Central Office and oversees all staff who work with Facilities Operations and associated systems at all buildings and grounds including custodial staff, utilities, and energy management and safety/security systems. The individual in this position is also responsible for managing capital projects, long-term facilities planning, managing contracted services, formulating and overseeing a budget, and ensuring that strategic long and short-term facilities objectives are met.

Responsible To: Executive Director of Processes and Operations

Essential Job Functions:

- Directs, supervises, and evaluates department staff including custodial, maintenance, grounds, construction, safety, security, reservations, risk management, student records, retention, and secretaries. Ensures staff receives training related to specific job tasks and responsibilities.
- Prepares, monitors and controls the budget of maintenance, custodial, and FPS annual construction projects.
- Evaluates managers, supervisors, and coordinators.
- Oversees evaluation of all Department of Operations staff.
- Ensures that a School Safety Committee, School Climate Committee, Tools for Schools Committee, and Green Cleaning Programs are evident at each school site.
- Oversees the work of external contractors (electricians, plumbers, carpenters, low voltage, building envelope, roofers, painters, landscapers, etc.), and ensures that all work meets a high standard of satisfaction.
- Attends Executive Team meetings and serves as the primary voice between Central Office and the Department of Operations.
- Responsible for managing the development of all Educational Specifications to meet the expectation of the Board of Education Facilities Guidelines.

- Acts as the primary liaison to the Fairfield Public Works and other Town agencies involved in school construction or facilities management (landscape, road work, snow removal, emergency generators, etc.).
- Oversees facility scheduling and ensures it meets the needs of each school site in regards to custodial/maintenance staffing ratios and expectations for clean, safe, and well-maintained buildings.
- Develops and monitors department budget; oversees orders for equipment and supplies; monitors inventory; and makes requests for capital outlay expenditures as needed.
- Participates in feasibility and other studies related to school construction (e.g. traffic studies, enrollment projections, redistricting studies).
- Manages and coordinates the scheduling of all construction.
- Ensures timely submission of all facilities-related documents to the CT State Board of Education, including such items as contracts, reimbursements, project change orders, project payment requests, state reporting, audits, and other associated items.
- Attends all Board of Education (BOE) meetings and reports to the BOE as required, Board of Selectmen, Board of Finance, and RTM meetings related to budget, capital project requests, and non-recurring project requests.
- Maintains and updates the Long Range Facilities Plan, Waterfall Schedule planning document, Capital Projects booklet, and the annual Non-Recurring Projects list.
- Oversees coordinator and secretarial staff reporting to the Department of Operations.
- Develops, implements, and supervises preventative maintenance programs and renovation programs for buildings, grounds, mechanical and electrical, utility, and safety and security systems.
- Ensures facility safety and ADA compliance standards.
- Works closely with staff and state officials on meeting all mandates for hazardous materials testing and reporting, as related to educational facilities.
- Prepares specifications for facilities projects; estimates costs of equipment, materials, labor, and supplies; prepares bid specifications for projects, equipment, and contracted services; and oversees site and building projects performed by outside contractors.
- Ensures the proper reporting and disposal of hazardous and controlled waste in compliance with regulations and guidelines. Maintains records for asbestos management, radon gas, lead in paint, lead in water, PCB's, and other associated materials.
- Evaluates the need for and arranges facilities training sessions (blood borne pathogens, PPE - personal protective equipment, OSHA, MSDS, green-cleaning supplies, asbestos containing materials, ILSM - interim life safety measures, HVAC and boiler equipment) and other job-related training.

- Contributes to strategic planning by evaluating and projecting future facility needs and proposing options to achieve them.
- Works with essential staff, including the Superintendent, for weather-related delays and closings.
- Performs other related tasks as requested.

Preferred Qualifications:

Experience in facilities, maintenance, school construction, and related management experience is required. Must exhibit strong interpersonal and personal skills to communicate orally and in writing to a broad group of stakeholders and staff members. Must collaborate with others, including Town of Fairfield departments, State of Connecticut departments, contractors, design professionals, consultants, and school administration and staff.

Terms of Employment:

12-month position.

Salary commensurate with experience.

Evaluation:

The Executive Director of Processes and Operations will evaluate performance on an annual basis.

Physical Requirements:

Normal office physical demands; ability to work in busy, congested, office environment; ability to work at a desk for long periods of time, often in a sedentary position; ability to travel throughout the district and buildings as needed.

Filing Date: March 15, 2019

Rev. 12/19