



**BOE/CO
Friday Packet
March 25, 2022**

Upcoming Meeting Dates
Facility Committee Meeting Dates – 2022
Job Description: School Services Liaison



Upcoming Board of Education Meeting Dates **2022**

April 5	5:00 PM	Policy Committee Meeting Superintendent Conference Room 501 Kings Hwy East
April 6	3:30 PM	Finance Committee Meeting Superintendent Conference Room 501 Kings Hwy East
April 12	7:30 PM	Regular Meeting CO Board Room and Virtual 501 Kings Hwy East
April 26	7:30 PM	Executive Session – Self Evaluation Superintendent Conference Room 501 Kings Hwy East
April 27	2:30 PM	Facilities Committee Superintendent Conference Room 501 Kings Hwy East
May 3	5:00 PM	Policy Committee Meeting Superintendent Conference Room 501 Kings Hwy East
May 4	3:30 PM	Finance Committee Meeting Superintendent Conference Room 501 Kings Hwy East

Town Budget Meetings:

BOF:

Thursday 3/31/22 – 7:30 PM, Virtual Budget Vote

RTM:

Monday, 5/2/22 – 7:30 PM, Budget Vote



**Fairfield Public Schools
501 Kings Highway East
Superintendent's Conference Room**

2022 Dates for Facilities Committee Meetings

Committee Chair: Nick Aysseh

Committee Members: Nick Aysseh, Christine Vitale, Bonnie Rotelli

All meetings take place Wednesdays at 2:30 pm in the Superintendent's Conference Room unless otherwise noted.

- April 27
- May 18
- June 15
- September 21
- October 19
- November 16
- December 21

Fairfield Public Schools

Title: School Services Coordinator

Job Purpose Statement: To facilitate support services to schools, and ensure that support services are user friendly and responsive to the needs of the schools. Works closely with representative of schools and departments. Coordinates services to schools provided by the Maintenance and Facilities Office, Business Office, Town Departments, Central Warehouse and the Copy Center/Mailroom as well as related service requirements of the Office of Instruction and Office of Special Education. Maintains on-site contact with individual school representatives.

Responsible To: Director of Finance and Business Services.

Supervision Exercised: Copy Center/Mailroom Staff.

Essential Job Functions: Identify, develop and maintain district relationships with office and curriculum equipment vendors to ensure the most cost effective, efficient service to the district from state contracts or bid process.

Identify, develop and implement enhanced processes for school support. Arrange for E-enterprise opportunities. Assist schools in appropriate use of allocated supply budgets.

Manage direct-to-school programs for school supplies and materials. Review all district requisitions to ensure all Town of Fairfield and Fairfield BOE purchasing guidelines are followed.

Monitor expenditures for direct purchase of school supplies and equipment in accordance with budget. Assist schools in the development of equipment lists, specifications and ensure all items are ordered. Coordinate and arrange for summer receipt and transshipment of equipment, supplies and instructional materials to schools.

Develop recommendations for the budgeting of capital equipment, new classroom equipment and curriculum, copiers and supply accounts. Develop and standardize capital equipment purchase recommendations with current pricing list. Maintain standards and guidelines for budgeted allocations.

Assist building administrators with transitional needs for supplies and equipment brought on by renovation and/or new construction.

Maintain and manage a tracking system for all copiers and related contracts for maintenance and repair. Maintain an inventory of all maintenance agreements and arrange for payment for items such as office machines and copiers.

Responsible for School Services policies and periodical updates and/or revisions for the Business Services Manual.

Manage copy center and mailroom personnel. Manage the copy center and mailroom by streamlining processes, ordering supplies, and providing for maintenance of and/or replacement of equipment. Responsible for the day-to-day operation of the copy center and mailroom including organizing work priorities.

Maintain supply of district-wide print materials and reproduce as needed.

Arrange for outsourced printing services for documents not recreated in the copy center.

Print media support: provide layout and design assistance and/or complete production of print products from various departments (i.e. brochures, elementary report cards, Human Resource contracts, Superintendent's awards, etc.).

Oversee district repair accounts and establish a protocol for how these funds best serve the district in repairs, maintenance and replacement.

Incidental Job Functions: Participate in Special Projects as determined by Director of Finance and Business Services or other Central Office Administrators.

Software, print & design support provided staff upon need.

The Director of Finance and Business Services and/or the Central Office Administration may assign specific duties and responsibilities from time to time as the need arises.

Knowledge, Skills and Abilities: Proven ability to work independently while managing simultaneous tasks in a variety of school district functions. Have an understanding of support requirements of schools, and the ability to analyze these requirements and arrange for support services. Ability to coordinate with others and follow through on projects independently. Strong technology skills. Strong written and oral communication skills are required.

Minimum Qualifications Required: BA Degree and a minimum of 5 years of increasing responsibility in related role.

Physical Exertion/Environmental Conditions: Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in public contact and in meeting deadlines.

Bulletin: To facilitate support services to schools. To ensure that support services are user friendly and responsive to the needs of the schools. Works closely with representative of schools and departments. Coordinates services to schools provided by the Maintenance and Facilities Office, Business Office, Town Departments, Central Warehouse and the Copy Center as well as related service requirements of the Office of Instruction and Office of Special Education. Maintains on-site contact with individual school representatives.

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9/28/20 cd