



CUSTODIAN JOB DESCRIPTION

Educational Requirements: High School Diploma

Required Skills:

- Knowledge of machines and tools, including their designs, uses, repair, and maintenance
- Knowledge of principles and processes for providing services
- Knowledge of asbestos abatement rules and regulations

Position Start Date: July 26, 2010

Pay Periods: bi-weekly

Reports To: The Business Manager, and Academy Director

Direct Reports: All Faculty and Administrative Staff report up through a structure of Lead Teachers/Team Leaders for Divisions, Specialized Student Services, and Finance and Operations. The Business Manager may function as Lead of Finance and Operations, with the office and custodial staff as direct reports.

Job Summary: The Custodian is entrusted with the maintenance and function of the school building and grounds, in coordination with lease agreements. Within this broad areas, and working within the educational and administrative structure of the Academy, the Custodial position will include the following responsibilities:

Leadership: Responsible for the coordination of building resources and supervision of the maintenance equipment and supplies for the building

- **Inspire** and build a shared vision for operational excellence
- **Challenge** systems, processes, ideas and methodologies that are not working for a healthy learning environment in positive and productive ways
- **Enable** staff, students, families and others to act in positive and productive ways

- **Encourage** and support other staff, families, students, and others as they contribute to the mission of the school
- **Model** the way by possessing and demonstrating a moral and ethical compass that sets a moral and ethical tone for the rest of the AACL community
- **Communicate** effectively and positively in both written and oral forms with Faculty, Administrative Staff, students and parents as appropriate
- **Demonstrate** a passion for the mission of the school and the needs of *all* students to receive individually challenging and supportive instruction
- **Understand** the charter school system and the need to work in positive relationship with District 11 as AACL's charter authorizer
- **Develop** and promote the concept of the school as a regional resource center

Area of Excellence: *Student Achievement* measures the purpose of AACL as an academic home designed for students to surpass state and national academic standards necessary for successful adult life and further educational goals. It includes the elements of personal learning plans, tracking student data, adjusting instruction according to the data, actual student progress, and social-emotional growth of students.

Academic Excellence:

- Responsible for supporting implementation of AACL's mission for a challenging and supportive school program
- Responsible for supporting the Academy Director and Business Manager in creating and maintaining a clean, safe, and emotionally supportive working environment
- Responsible for maintaining a positive and productive relationship with Colorado Springs School District 11 as applicable to building and grounds maintenance

Area of Excellence: *Financial Health* measures the fiscal health of AACL as a sustainable program and includes the school budget, volunteer support and hours collected, contributions and donations received, and conservation of resources such as time, materials, and energy.

Finance and Accounting ~ Supporting the Academy Director and Business Manager in the following:

- Responsible for developing the annual maintenance budget in coordination with the Business Manager
- Responsible for providing appropriate reports of the school's building and grounds condition for use by the Academy Director, Board of Directors, Colorado Springs School District 11, State and Federal Governments, and third-party inspectors

Area of Excellence: *School Design* measures nine critical elements that meet the mission of AACL, based on our *Values*: awareness of student-need, family partnerships, staff teamwork and expectations, professional development, curricular programming, instructional and differentiation techniques, integration of technology, classroom management and safety, and community connections.

Facilities:

- Responsible for supporting the Academy Director and Business Manager in planning and managing the effective use of the facility including after school and summer programs as well as rental opportunities
- Responsible for supporting the Academy Director and Business Manager in planning for future improvements of the facilities
- Responsible for supporting the Academy Director and Business Manager in designing and maintaining AACL's Safe School and Crisis Management Plan, in coordination with District 11 Security
- Responsible for specific tasks that include:
 - o cleaning and polishing walls, ceilings, windows, plant equipment and building fixtures, using steam cleaning equipment, scrapers, brooms and variety of hand and power tools
 - o spraying insecticides and fumigants to prevent insect and rodent infestation
 - o cleaning chimneys, flues, and connecting pipes, using power and hand tools
 - o preparing cleaning solutions, according to specifications
 - o cleaning and restoring building interiors damaged by fire, smoke, or water, using commercial cleaning equipment
 - o notifying management personnel concerning need for major repairs or additions to building operating systems
 - o applying waxes or sealers to wood or concrete floors
 - o requisitioning supplies and equipment used in cleaning and maintenance duties
 - o setting up, arranging, and removing decorations, tables, chairs, ladders, and scaffolding, for events such as banquets and social functions
 - o gathering and emptying trash
 - o mowing and trimming lawns and shrubbery, using mowers and hand and power trimmers, and clearing debris from grounds, as appropriate with the lease agreement
 - o moving items between departments, manually or using a hand truck
 - o sweeping, mopping, scrubbing, and vacuuming floors of buildings, using cleaning solutions, tools and equipment
 - o removing snow from sidewalks, driveways, and parking areas, using snowplow, snow blower, and snow shovel, and spreading snow melting chemicals
 - o driving vehicles, such as van, industrial truck or industrial vacuum cleaner
 - o servicing and repairing cleaning and maintenance equipment and machinery and performing minor routine painting, plumbing, electrical, and related activities
 - o tends, cleans, adjusts and services furnaces, air conditioners, boilers and other building heating and cooling systems

Area of Excellence: *Customer Satisfaction* measures the degree to which the AACL program is creating positive relationships with students, families, staff, and the community.

Parent Communications:

- Responsible for developing positive and appropriate relationship with the students, parents, family and school association (PAACL) and front office staff
- Responsible for facilitating appropriate use of parent volunteers

Area of Excellence: *Strategic System Growth* measures the progress that AACL is making towards becoming a solid program with a reputation in the community for excellence, and

includes data on student attendance rates, turn-over and mobility; family conference attendance rates; teacher attendance rates and turnover; public relations and student enrollment; and strategic planning goals.

Responsibilities:

- Responsible for ensuring that school visitors find a welcoming, clean and safe environment when entering school grounds

Physical Requirements: This job is highly physical, requiring a high activity level that includes movement throughout the building and janitorial tasks as outlined above (with bending, lifting, scrubbing, vacuuming, et cetera).

Other Position Requirements:

This is a twelve-month position that requires 40 hours per week, on an at-will employment basis. Custodial hours can be adjusted to the needs of the building as determined by the Business Manager and Academy Director, which may include the application of snow melting chemicals in the morning, lunchroom clean-up, and time outside of the regular school day for vacuuming and other tasks. Local travel may be required to meet with District 11 maintenance and/or security personnel and secure building equipment or supplies.

Compensation and Benefits Available:

Starting Salary begins at \$20,000. Benefits include dental insurance, health insurance, Public Employees Retirement Association membership (PERA), holidays, sick leave, and vacation time. The Academy Director, in coordination with the Business Manager, will allocate stipend and bonus monies for other staff, as described in the Employee Handbook.

Job Description Approval

Position: **Custodian**

Dated: _____

I have reviewed and understand the above Job Description, believe it to be accurate and complete, and I can successfully fulfill each duty or task. I also agree that the Academy Director or Board of Directors retains the right to change this job description at any time. This Job Description is effective until revised and properly approved.

Custodian

Date

Academy Director

Date