

Job Description  
La Porte Community School Corporation

**JOB TITLE: Support Services Supervisor**

**IMMEDIATE SUPERVISOR:** Director of Administrative Support Services  
(Director of Transportation)

**SUMMARY:** Performs administrative and supervisory duties within the custodial/maintenance and transportation departments. In the absence of the director assumes full responsibility for departmental operations.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions include the following. Other duties may be assigned.

1. In the absence of the Director, assume supervision of department staff and administration of the working agreement(s).
2. Attend department meetings
3. Attend monthly administrative meetings
4. Assist in the selection of department staff
5. Complete training to qualify as an Indiana Safe School Specialist

Transportation:

1. Assist in the EDULOG software implementation at the district level.  
(EDULOG training is to be provided by corporation.)
2. Supervise the work of transportation staff.
3. Respond to parental concerns
4. Coordinate and schedule supplementary transportation schedules
  - Field Trips
  - Athletic Events
  - Employee use of corporation vehicles
5. Supervise maintenance of corporation vehicles, including bus fleet.

## Maintenance:

1. Supervise the work of the custodial staff.
2. Inspect facilities and equipment to ensure preventative and corrective maintenance
3. Facilitate purchase or requisition of building level cleaning supplies and equipment
4. Maintain accurate Essential Functions for custodial and maintenance positions
5. Supervise the establishment of schedules necessary to ensure clean and safe facilities
6. Implement and complete procedures for compliance with state and Federal statute or code. This includes water necessary quality, fire alarm systems, etc.

## Education and Experience

Required: High school diploma and appropriate training or practical experience in supervision of personnel. One year certificate from a college or technical school or six months of related training and/or experience Practical experience utilizing technology as a tool to communicate and organize.

Preferred: Two-year Associate's degree in organizational management (supervision) with training in facility management. Specific training and certification in HVAC and electrical systems.

## Certificates, Licenses, Registrations:

Current and valid Indiana Driver's license  
Commercial Driver's license preferred

## Language Skills:

Ability to interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, employees, or supervisors.

## Mathematical Skills:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.

### Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to resolve problems involving several concrete variables in standardized situations.

### Computer Skills:

Working knowledge of database, spreadsheet, and word processing software. Ability to apply internet browser and software to task related applications.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear, and smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds and occasionally lift and/or move 50 pounds.

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Functions.

While Performing the duties of this job, the employee may be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals, and outside weather conditions. The noise level of the work environment is usually moderate.

**SUMMARY OF QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position will include the ability to flex the schedule on an as need or emergency basis. Flexible start/end times within the position would allow the individual to report to work at an alternative time or report to a department at an alternative time within the eight (8) hour work day.

Position is a non-bargaining unit, Administrative Level III, contracted salary position. Calendar, length of contract, and salary determined by the Board of School Trustees