

Dennis Maines

Roles and Responsibilities 24-25

Facilities/Maintenance:

- Develop, track, monitor, adjust annual budget
- Create and track purchase orders
- Work directly with the Finance Officer for Capital Funds Requests
- Assign Munis Codes to all expenses
- Review and sign time sheets
- Track Overtime/Compensation
- Assign Workorders and track their completion
- Complete Workorders
- Coordinate projects by need and scope
- Request quotes for projects and expenses
- Part of the snow removal team
- Ensure all inspections are completed. Fire panels, fire extinguishers, sprinkler systems, elevators, boilers, bleachers, AED's
- Communicate and coordinate with REHA on larger projects. Coordinate the BG process through the Finance Department and REHA
- Communicate with all staff for building needs
- Assist building leaders with custodial issues
- Work directly with all custodians on building needs
- Form the LPC and develop the DFP
- Complete the monthly energy report through the Duke Business Portal access
- Review and address monthly facilities reports submitted by each school
- Purchase needed cleaning supplies, tools, equipment, materials

Safe Schools Coordinator

- Ensure all staff complete required Vector Safe Schools videos. Admin role within the Vector software
- Frequently monitor building safety issues across all levels. Such as, building security, hazards, weapons, work orders, doors/locks, processes, proc
- Ensure all principals complete the Risk Assessment Tool and Emergency Operations Plan
- Ensure all buildings create a threat assessment team. Serve on threat assessment teams as needed
- Serve as the admin for the Navigate 360 Behavior Case Manager software for threat assessments
- Serve as the admin for the Navigate 360 Emergency Management System software
- Annual SSC training and other trainings recommended/required by KCSS, FBI, etc.
- Serve as liaison with the Regional State Marshall (Fred Scroggins)
- Ensure all schools complete all required drills. Fire, Severe Weather, Lockdown, Earthquake
- Work with building principals, annually, to update and revise the reunification plan
- Serve as the Director of the Safe Schools Funding
- Ensure appropriate staff at each school are SCM trained and certified
- Monitor and evaluate weather/natural situations considering student and staff safety
- Complete annual Safe Schools Report
- Coordinate with local first responders for emergency preparation

Certified Evaluation Plan Coordinator

- Serve as the admin of the Vector Evaluations Plus software
- Assist all evaluators with the evaluation process and provide guidance
- Assist the Administrative Assistant to the Superintendent with tracking of evaluations
- Ensure all evaluations are conducted within board policy and procedures
- Coordinate the Certified Evaluation Training
- Ensure all staff receive Evaluation Orientation training
- Develop and follow the Certified Evaluation Plan along with the 50/50 Committee
- Establish the certified appeals committee annually
- Serve as the classified grievance hearing officer as needed
- Ensure appropriate staff are Title IX trained

Transportation

- Ensure all drivers and monitors complete the annually required 8-hour update training which also includes first aid and CPR
- Ensure all yellow bus routes appropriately meet the needs of the families
- Coordinate annually with TANK on the contract, routes, and any other issues that may occur
- Daily bus duty, morning and afternoon, at the Welcome Center for TANK and then yellow buses for NIS
- Review and sign time sheets
- Ensure bus evacuations follow the required schedule
- Ensure all vehicles are properly insured and that all drivers of district vehicles are on the approved driver list
- Ensure a process is in place for the reservation of all district vehicles
- Coordinate with Administrative Assistant and Driver Supervisor to ensure all field trips and extra-curricular transportation needs are met
- Ensure the appropriate high school students have TANK passes
- Annually complete the Federal Motor Carriers Clearinghouse for all drivers to ensure there are no drug or alcohol violations
- Enroll families for yellow bus service P-6
- Transportation SEEK Report
- Yearly Transportation Audit
- Approve and monitor bus repairs and purchasing