



# Woodcrest Christian School System

## WCSS Facilities Director

### MINISTRY DESCRIPTION

#### Full Time

**Hours: Varied. Must be available to handle security related issues 24 hours.**

#### MINISTRY PURPOSE:

The Facilities Director shall prayerfully and faithfully seek to fulfil the WCSS Mission to "Glorify God by pursuing excellence in *Christ-centered Academics*" The objectives are to **Lead** students and their families to faith in Jesus Christ for salvation and daily living, to **Challenge** every believer to obey God's Word for growth in Godly wisdom and Christ-like character, and to **Empower** believers by the Holy Spirit to change the world through faithful stewardship and unselfish service. The Facilities Director is to co-labor with God and expect Him to develop well-balanced believers who increasingly demonstrate Christ-centered Wisdom, Character, Stewardship, and Service. The Facilities Director is to help prepare students for higher education, for vocational success, and for wholesome family living.

#### MINISTRY RELATIONSHIPS:

The Facilities Director is directly responsible to the Superintendent.

The Facilities Director works closely with the Operations Director and the school Principals.

The Director supervises the Facilities Department personnel.

The Director works closely with the Transportation Director and the Athletic Director.

The Director shall seek out ways to facilitate the communication and functioning of the maintenance and grounds personnel with the school administration, faculty, staff, students, and parents.

The Director coordinates the work of vendors, contractors, or other parties as directed by the Superintendent.

#### MINISTRY RESPONSIBILITIES:

The Facilities Director shall carry out all duties assigned by the Superintendent and fulfils the following responsibilities.

##### A. Focus on Spiritual Ministry:

1. Provide Biblical servant leadership for WCSS personnel, parents, and students and especially for all Facilities Department personnel at both campuses.
2. Monitor and oversee the spiritual impact of the personnel (in the course of their duties) on the students, faculty, and staff.
3. Attend and participate in the morning faculty devotions at least one morning per week and schedule Facilities Department personnel to attend periodically.

##### B. Safety Standards:

1. Train all personnel in the safe handling of equipment, chemicals, and supplies.

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2. Administer the Comprehensive Safety Plan and see that the Woodcrest Christian School System is in compliance with the applicable safety and facility related laws, codes, and regulations.

## **C. Maintain Ministry Standards:**

1. Produce a safe campus environment.
2. Maintain facilities that enhance and allow the Woodcrest Christian School System to achieve its spiritual and educational goals.
3. Maintain the facilities and grounds so that they are pleasing and attractive.
4. Sustain a standard of excellence in all things as a reflection of the Lord's own excellence.
5. Efficiently administrate the Facilities Department through adequate planning, goal setting, and scheduling.

## **D. School Facilities Responsibilities:**

1. Work closely with the Operations Director in the areas of staff work hours and schedules and activities to effectively meet operations' and facilities' needs.
2. Work with the Principals to ensure that the grounds, buildings, and facilities are conducive to effective education and are used with proper stewardship.
3. Be responsible for maintenance, repairs, and improvements for all the WCSS facilities, grounds, and vehicles.
4. Facilitate and oversee various contractors including but not limited to custodial, groundskeeping, electrical, plumbing, alarm, etc.
5. Submit a proposed annual Facilities Department budget and a 5-10 year capital expenditures budget to the Finance Director and the Superintendent.
6. Monitor and control the expenditure of the departmental budget funds according to the direction of the Superintendent, stated Board priorities and principles, budget restraints, and in consideration of available resources.
7. Submit a written performance evaluation for each Facilities Department employee to the Superintendent by July 1 of each school year.
8. Develop and maintain a personnel file for each Facilities Department staff member.
9. Work with principals to implement a calendar of annual emergency drills and keep records of each drill.
10. Weekly walk both campuses to insure awareness of the state of each facility.
11. Be available at various times (including after hours) to interact with the school's security alarm company.

## **E. General Qualifications:**

1. Excellent oral and written communication skills
2. Experience managing people
3. Preferred experience in site management, construction, mechanical operations, landscaping/groundskeeping

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## F. Grow in Professionalism.

1. Grow in the grace and knowledge of the Lord Jesus Christ.
2. Develop self-discipline and punctuality in deference to others.
3. Demonstrate adaptability and flexibility out of respect for others.
4. Show use of wise judgment.
5. Display kindness to others. (Ephesians 4:32)
6. Meet everyday stress with emotional stability, objectivity, and optimism.
7. Develop and maintain rapport with students, parents, and staff by treating them with friendliness, dignity, and consideration.
8. Maintain a positive example of personal appearance and grooming that displays cleanliness, modesty, and wholesomeness.
9. Use acceptable English grammar and clear articulation in written and oral communication.
10. Maintain thoroughness, orderliness, and neatness in all work. (I Corinthians 14:40)
11. Attend and participate in scheduled devotional, committee, faculty meetings.
12. Know and follow the procedures for dealing with emergency situations.
13. Refuse to circulate confidential information.
14. Report child abuse to Child Protective Services as required by state law.
15. Support the broader program of the school by attending extra-curricular activities when possible.
16. Utilize educational opportunities for professional growth including college level classes and seminars on and off campus when possible.
17. Place the teaching ministry ahead of outside employment or volunteer work.
18. Respond to performance evaluations to increase professional growth.
19. Represent the school in a favorable and professional manner to school families and the general public.

## G. Physical Requirements:

1. Ability to sit as needed for computer work and meetings
2. Ability to effectively operate a computer and have good knowledge of general word processing and spreadsheet skills
3. Must be able to move across work places including hills, steps, ladders, lifts, and more.
4. Must be able to perform many physical functions including but not limited to: bending at the waist, stooping, and reaching, carrying, pushing, pulling or lifting up to 75 lbs. and higher weights with assistance).
5. Must be able to perform general construction related tasks including but not limited to using various powered and non-powered tools

## *Glorify God by Pursuing Excellence in Christ-centered Academics*

WOODCREST CHRISTIAN DAY  
SCHOOL

3612 Arlington Ave., Riverside, CA 92506  
(951) 686-1818 | Fax (951) 686-4041  
Grades Kdg. - 6th

WOODCREST CHRISTIAN MIDDLE  
SCHOOL

18401 Van Buren Blvd., Riverside, CA 92508  
(951) 780-2010 | Fax (951) 780-2079  
Grades 7-8

WOODCREST CHRISTIAN HIGH  
SCHOOL

18401 Van Buren Blvd., Riverside, CA 92508  
(951) 780-2010 | Fax (951) 780-4576  
Grades 9-12