



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 4/24/2024

Coordinator, Facility Use

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Facilities Services

Primary Location: Administration Building

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Coordinator is an administrative position whose role includes the management and coordination of facility use system-wide. The Coordinator is responsible for administration of School Board Policy compliance with regards to the facility use of 100 Loudoun County Public School sites. In addition to the oversight of the centralized and automated facility use system this position's primary responsibility is to provide guidance and direction to school system Administrators, Principals, County agencies and community residents, to ensure facility use is managed in a fair and equitable manner and within the framework of School Board Policies. The position requires considerable initiative to take actions consistent with established policies and regulations.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Manages and oversees the centralized and automated facility use system
- Supervises classified staff who actively support the daily operations of the automated facility use system
- Provides guidance and direction to school system Administrators, Principals, County agencies and community residents, to ensure facility use is managed in a fair and equitable manner and within the framework of School Board Policies
- Develops and maintains reporting and metrics to track facility use, supervisory hours, revenue generated, organizations history of use and availability
- Manages and oversees the organization and activity eligibility in accordance with School Board Policy and management of the invoicing process for both facility supervision and facility use
- Supports the Director of Support Services with matters related to the use of school facilities by the Election Board

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in Business Administration or related field

Experience

Five (5) years of experience in performing varied administrative and policy related duties

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of the principles and concepts of business administration as applied to management of support services including knowledge of School Board Policy, Personnel, and the management of facility use
- Ability to analyze data and operations in terms of management controls, systems, and procedures; to assess them critically, and to make recommendations for changes; to establish program or service procedures, policies and guidelines, and to relate these to objectives; to organize and coordinate the activities of support services staff
- Good organizational, human relations and communication skills

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.