



Job Description: Facilities Manager
School Year: 2021-2022

Who We Are

Calliope Academy will open in Fall 2021 as a comprehensive TK-6 educational program dedicated to the success of the whole child. We'll provide wraparound supports for all students, and offer a personalized, globally focused experiential curriculum. Our program, led by our superhero staff, will bring forth the power and strength that exists within themselves, our children, and families take a stand for powerful change in an uncertain world. Our vision is to build a community of courageous 21st century leaders, inventors, and change agents.

Why You'll Love Working Here

1. We teach children, not classes. We believe in the potential of every child to live a rich life – and in our great privilege to guide our students.
2. We provide all students with a Wayfinder who will provide wraparound supports and serve as a coach and mentor for students in partnership with the teacher.
3. We're entering our first year, and we'll rely on the expertise, creativity, and passion you'll bring to ensure we get off to a great start!
4. We believe that joy and playfulness anchor a great place to work. We're up for a joke or a game, and you'll hear laughter in classrooms and staff meetings.
5. We believe staff need to be cared for, protected, and supported, so we offer competitive compensation and generous healthcare benefits.

What You'll Do

As a new school, we seek a high-capacity individual to serve as our inaugural Facilities Manager. You'll report to the Executive Director and may oversee contractors. While you'll help shape the role over time, at a minimum, you'll be responsible for:

Facilities Maintenance

- Oversee completion of all facilities requests
- Execute janitorial responsibilities
- Gather and dispose of rubbish, paper, leaves, and debris, and empties and washes refuse containers

- Assist in preparing facilities for the upcoming school year (e.g. bulletin boards, signage)
- Participate in opening and closing of facilities, including securing doors, gates, windows, and storerooms
- Prepare physical space for various uses (e.g., adjust chairs, desks, tables, and other furniture up to 50 lbs.)
- Make minor repairs to building hardware, plumbing, woodwork, building equipment, and furniture
- Manage outside vendors for repairs and/or maintenance as needed
- Identify, record, and report maintenance issues, as well as any vandalism, theft, fire damage, and floods
- Perform a variety of custodial duties as requested by the school office and teachers
- Maintain records relative to equipment and furniture

Security

- Assist in the provision of security for buildings and grounds; contact the proper authority for assistance as needed, and escorts authorized and unauthorized persons in and from buildings and grounds
- Patrol school corridors, restrooms, and other campus locations in order to prevent unsafe activities
- Direct staff and students to take action, as necessary, to prevent injury to persons or damage to property

COVID-19 Safety Protocols

- Manage and carry out the school's emergency plans as they relate to COVID-19 safety protocols, including all procedures related to emergency preparedness plans
- Stay up to date on city, county, state and federal agencies regarding COVID-19 health and public safety
- Conduct regular inspections of the school for ensuring emergency supplies, and perform threat assessments, safety checks and assessment of any other hazardous conditions as a result of COVID-19
- Assist in creating and communicating COVID-19 risk management policies and procedures to staff, students, and families
- Prepare and maintain manuals, procedures, reports, and files related to COVID-19 as it relates to school facilities

Qualifications

- Belief that all children have the capacity to innovate and flourish in a purpose-driven education and life
- Outstanding emotional intelligence, communication, and interpersonal skills
- Strong technical and organizational skills
- At least one year of experience in providing facilities, security, and janitorial services in medical, commercial, and/or public facilities
- Graduation from high school or evidence of equivalent educational proficiency

Compensation

The starting salary range for this position is \$40,000 yearly. In addition, a comprehensive benefits package is included.

Commitment to Diversity and Equal Opportunity Employment Policy

At Calliope Academy, we believe that diversity makes us stronger and challenges us to think differently every day. We are committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.