Article IV.D. Assistant Superintendent – Administrative Services

In addition to the items listed in the section covering the Executive Council, the following are unique responsibilities for the assistant superintendent for administrative services:

A. Be responsible for the general supervision, control of personnel and the operation of the following departments or programs:

- Custodial Services
- Energy Conservation
- Maintenance Services
- Safety Management
- School Facilities
- School Food Services
- Transportation Services

B. General responsibility for the planning, location, and purchase of new school sites and other needed district locations.

C. Management of all district real estate properties.

D. General responsibility for the planning, design, and contracting for construction of new schools or other district facilities as well as the remodeling and improvement of all existing facilities.

E. General responsibility for the coordination of expenditures in capital outlay budget to maintain and improve the facilities of the district.

F. Supervise the activities of the Capital Outlay Committee and recommend the approval of the purchases of permanent equipment for the schools and other locations of the district.