

**POSITION DESCRIPTION  
NORTHFIELD PUBLIC SCHOOLS**

December 2024

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Community Education Building Supervisor	<b>Department:</b> Community Education
<b>Immediate Supervisor's Position Title:</b> Director of Community Education	<b>FLSA Status:</b> Non-exempt
<b>Band/Grade/Subgrade:</b> <b>B-2-2</b>	<b>Bargaining Unit:</b> Community Education Staff
<b>Job Summary:</b> Responsible for supervision of the school district facilities (buildings and/or grounds) by Community Education facility permit holders and users during non-school hours.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Maintain the safety and security of the school building.
<b>Percent of Time:</b>	100 %	
<b>Tasks involved in fulfilling above duty/responsibility:</b> Includes monitoring building for safety and security, checking participants' activities and permit holders and their participants for authority to be in the building; opening doors to areas as needed; and enforcing building security actions as needed.		

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (Choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
<input type="checkbox"/>	less than high school diploma	<b>Major field of study or degree emphasis:</b>	
<input checked="" type="checkbox"/>	High school diploma or GED.		
<input type="checkbox"/>	1 year college		

	3 years college		4 years college	
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: Effective customer service
	2nd year graduate level			
	Doctorate level			

**Required Work Experience in Addition to Formal Education/Training:**

**Required Supervisory Experience:**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> Customer Service and facility usage.
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**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

Titles of Positions Directly Supervised			# Of Employees
<b>TOTAL</b>			

**INDIRECT SUPERVISION:**

<b>Number of employees indirectly supervised:</b>	<b>Total:</b>
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<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)		X		

<b>Reach with hands and arms</b>		X		
<b>Climb or balance</b>		X		
<b>Stoop/kneel/crouch or crawl</b>		X		
<b>Talk or hear</b>				X
<b>Taste or smell</b>	X			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			X	
<b>up to 25 pounds</b>		X		
<b>up to 50 pounds</b>	X			
<b>up to 75 pounds</b>	X			
<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Signature – Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared by: BCC, LLC (RWB) 9/03

Revisions made 4/4 by BCC

Murphy Management Consultants – October 2012