

**Coram Deo Academy**  
**Flower Mound Campus Facilities Assistant**  
**Part Time**

**GENERAL DESCRIPTION**

This position is a part-time (twenty hours a week, Monday through Friday). The facilities assistant is to assist the facilities manager in all day to day facilities operations including maintenance of the physical premises of the Flower Mound Campus. This includes the classrooms, storage areas, office, and common space as well as the campus grounds to insure the day to day proper functioning of each as it advances the mission of the academy. This is the priority. This position bears responsibility for cleaning and daily picks up of trash, as well as set up and tear down of classrooms. Emergencies such as cleaning up after ill children, maintenance of restrooms that need restocking, etc. are part of the job. Assisting teachers in any capacity necessary for the proper operation of the classroom is a top priority.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**This position is the direct operational report of the Facilities Manager in regard to the following:**

1. Preparation of the campus for daily instructional operations.
2. Regular routine stocking and maintenance of restrooms.
3. Set up and tear down or relocation of campus fixtures.
4. Emergency response: any type of assistance required to address in a timely manner those situations which threaten the health or safety of any student or instructor or administrator or parent.

**This position is the indirect report of the Campus Administrator, School Director and any Teacher in regard to:**

1. Rendering assistance when asked as it facilitates necessary classroom operations.
2. Aiding and assisting in any capacity which allows directors and teachers to better perform the instructional duties of the classroom.

### **Necessary Knowledge and Supervisory Skills**

Must have reliable transportation to assure timely and punctual arrival on the Job.

Must be able to work independently to accomplish assigned tasks as well as take the initiative in seeking the next task.

Must be able to lift 75 pounds occasionally as well as climb ladders, scaffolding and or maneuver in tight places.

Must be able to communicate effectively and efficiently both verbally as well as in writing in English, both in giving and receiving instructions, assignments and presenting information. Requires the ability to speak to people with poise, self control and humility.

Requires the ability to inspect items for proper length, width and shape.

Ability to estimate manpower and material requirements for individual projects.

Ability to prioritize and schedule overlapping and complex tasks and demands.