

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

- 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.