



# Annapolis Christian Academy

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## Facilities Director Job Description and Responsibilities

This position is a full-time member of Annapolis Christian Academy's administrative team. The Facilities Director is responsible for overseeing facilities, rentals, Traction implementation, strategic planning, and similar activities.

### Spiritual Leadership:

The Facilities Director should exhibit the following:

- Be a Christian with a strong Christian testimony and evidence of spiritual maturity.
- Be in agreement with the school's statement of faith.
- Possess the qualities of Christian leadership and servanthood. Although this individual will not function in a pastoral capacity, we desire them to aspire to the highest levels of character (1 Timothy 3:2-12; Titus 1:6-9; Matthew 20:26-27 and Mark 9:35).
- Personally model Christian maturity through a settled and deliberate giving practice.
- Serves as a spiritually mature role model by exhibiting the virtues of the fruit of the spirit.
- Demonstrates a submission to the vision, mission, and policies of the school.

### Academic Requirements:

1. Education
  - Bachelor's Degree required. Master's Degree preferred.
  - Or a combination of education and experience sufficient to get the job done.
2. Other
  - Extensive organizational and people skills with experience in working independently.
  - Demonstrated ability to communicate verbally and in writing.
  - Experience working with budgets and clear financial expectations.

### Professional Requirements:

1. Create a positive culture of stewardship and cultivate/maintain the mission of the school, especially in relation to school appearance and aesthetics.
2. Enthusiasm for the school's purpose and ability to share that excitement with others and inspire them to lead and serve more effectively and efficiently.
3. Able to lead and motivate a department.
4. Ability to create and implement a strategic plan.

### Facilities:

1. Work with the Head of School and Finance Director in formulating annual facility goals of the school.
2. Be a liaison between the school and the Ed Rachel Foundation and oversee ongoing ERF projects.
3. Develop and design a comprehensive long-range facilities strategic plan and oversee implementation, including technology inventory and upkeep.
4. Lead the maintenance and custodial staff in budget, ordering, and day-to-day operations.



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5. Report regularly to the Head of School.
6. Develop and implement a campus-wide aesthetic in the stewardship of the physical plant and grounds and in the day-to-day upkeep of the school.

## **Rentals:**

1. Oversee the current renters and be their point of contact for the school.
2. Facilitate the rental agreements and negotiate in the best interest of the school.

## **Traction Implementation:**

1. Lead the school's implementation of Traction by scheduling and facilitating the leadership team level 10 meetings, quarterly meetings, and annual meetings.
2. Assist in training and developing department leaders in their implementation of level 10 meetings.