



Baxter Academy invites applications for the following full-time open position:

## Facility & Security Coordinator

Baxter Academy invites applications for the following interim full-time immediate opening:

### Facility & Security Coordinator

**Baxter Academy for Technology and Science** is one of Maine's ten public charter schools, designed to bring innovation to the education sector in Maine.

***Our Vision** is for students to: choose work that inspires their imaginations, persevere through setbacks, and innovate with curiosity, conscience, and creativity. We want students to solve real-world problems that matter not only for our school but for the strong future of Maine.*

***Our Mission** states: Inquiry leads learning at Baxter Academy for Technology and Science, a public charter high school free to Maine students. Our project-based STEM curriculum emphasizes real-world problem solving and is paired with a humanities program that connects ideas across disciplines and cultivates strong communication skills. Students design innovative projects through Flex Friday, a unique program requiring initiative, perseverance, and collaboration, as well as reflection on the work and its impact in the community.*

The **Facility & Security Coordinator** (FSC) works to create an efficient, safe, and secure working environment in support of the instructional program. The FSC works with the ED to keep the facility, logistics, grounds and safety requirements top notch.

The FSC coordinates with the Executive Director to stay closely informed of facility and safety support needs, and to responsibly leverage available resources to strengthen the student experience and to provide faculty support. The FSC handles daily facility management of the school to ensure school leadership can focus on teaching by maintaining a clean building, grounds, and safety operations including managing maintenance, repairs, special projects, and safety drills.

The **Facility and Security Coordinator** is responsible for:

- Maintaining a clean and safe school - including all high use areas that are used by students during the day (bathrooms, public commons, garbage removal, etc.)
- Monitoring the need for repairs, replacement, and any outsourcing of projects that cannot be done internally
- Collaborate with night custodial staff to ensure a safe and clean learning environment (ensuring that building has been cleared of garbage and high use areas fully cleaned)
- Respond to emergency issues, alarms, etc.
- Manages supplies and equipment procurement, maintenance, and inventory
- Support campus, staff, and student safety and security including emergency management
- Ensure compliance with local, state, and federal regulations relating to workplace & student safety
- Other duties as assigned by the Executive Director

The activities of the school change on a seasonal basis and this role's responsibilities and duties will reflect those changes; the Facilities & Security Manager will be a team player and flexible every day. An

ideal candidate is well-organized, an effective project manager, comfortable in a dynamic environment, and flexible in working with many types of people.

**Essential Skills/Certification:**

- Experience with Building Maintenance
- Experience/Ability to learn MDOE safety protocols
- Experience with Microsoft Office and Google Suite
- Current Driver's License
- Attention to detail and ability to function in dynamic high school environment
- MDOE CHRC Authorization (or eligibility - *Information*)

Annual salary to be determined based on experience. Range \$38,000 - \$45,000, or based on experience.)

**Benefit Highlights** (available if hired permanently) :

- Medical Insurances available first of the month following date of hire:
- Health with Prescription Coverage HSA & PPO Options - employee only covered 100%
- Dental - employee only covered 50%
- Vision - available at low cost to employees
- Maine Public Employees Retirement System (MainePERS) in lieu of Social Security
- Up to 12-Weeks of Paid Maternity/Paternity leave for FMLA qualified employees
- Professional Development opportunities
- A collaborative and supportive professional community
- Convenient Portland location with parking provided

Are you the next member of our team? Apply today - <https://baxter-academy.org/employment-opportunities>

Baxter Academy is an Equal Opportunity Employer.