



# Ellington Public Schools

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The Ellington Board of Education invites interested candidates to apply for the position of Director of Facilities.

The Ellington Public Schools' student population has increased 7% over the past decade and represents a variety of social, economic, and ethnic backgrounds. Currently the district serves over 2,700 students. One out of every five students identifies as Asian Indian, African American, or Hispanic. The Ellington Public Schools are a proud participant in the Hartford Choice Program, increasing Hartford resident enrollment by 45% the last three years.

The Director of Facilities will be responsible for overseeing a portfolio of six buildings totaling roughly 430,000 square feet. The Director shall be responsible for areas of facilities management, capital budget planning and execution, and personnel management.

#### Qualifications:

1. Proven administrative and supervisory ability in the buildings and grounds management field.
2. Ability to establish and maintain good working relationships and communication with district and town employees and board members.
3. Have managerial skills encompassing organizational, interpersonal, verbal, and written communication.
4. Possess excellent computer skills with proficiency in the use of Microsoft Office applications.
5. Bachelor's degree in a relevant field preferred, but may be substituted with experience

The full job description and application instructions can be found at [www.ellingtonpublicschools.org](http://www.ellingtonpublicschools.org).