



Facilities Specialist at Independence Charter School West (ICS West)

Our Team and School

Who We Are

- ICS West exists to equip and empower global citizens, so that our communities are united. Our students are becoming the leaders who will bring a divided world back together, and as a team, it is our responsibility to give them everything they need to do so.
- We believe that every student, with no exception, can achieve at their highest level, and our Big Goal reflects this - our students who are below grade level will make two years of growth every school year until they are at or above grade level in all subjects. Right now, many of our students are not at this level. Supporting them in getting there is the focus of everything we do as a team.
- We believe deeply in being an open enrollment, neighborhood public school, with the responsibility to meet the needs of every student who enrolls, with no exception. Special education students currently make up 27% of our student population.
- Finally, we believe that being a cohesive team is the way to realize our vision. Building trust with each other enables us to honor the unique perspectives that every team member brings, talk candidly about these perspectives as we commit to decisions, and hold each other accountable for the results our students deserve.

Fast Facts

- Founded in 2016
- Serving 800 students in grades K-8 in the 21-22 school year, and growing to our full enrollment of 900 students in the 23-24 school year
- 100 team members and growing
- All students taught Spanish starting in Kindergarten
- Located in the Kingsessing neighborhood of Southwest Philadelphia
- Newly renovated three-building school campus (renovation of fourth building in planning)



The Position

Your Job

- You will partner with our Operations Manager to ensure that our facilities and grounds are maintained daily, and that all ongoing maintenance of facilities systems (HVAC, trash, cleaning, furniture, painting, etc.) is timely and effectively supports our instructional program.
- You will be the problem solver on our team, ensuring that the kinds of daily occurrences that are common in an elementary school (plumbing issues, spills, doors/gates sticking, traffic flow being interrupted, etc.) are handled quickly and don't interrupt instruction.
- You will build and maintain relationships with all contractors and vendors, ensuring timely and effective delivery of service.
- You will become an expert on our facilities and grounds, and will partner with our Operations Manager to bring that perspective to meetings involving plans for large-scale renovations and additions.

Your Teams

- You will be part of the Operations team with the Operations Manager, Office Manager, Food Service Coordinator, and Climate Specialist.
- Your team is supported by our Principal, Assistant Principals, Director of Student Support, and CEO.
- You will also be part of the team composed of the entire staff of the school, meeting weekly to celebrate each other for living our values and doing our best to support our students.

Your Life

- ICS West is located at 56th St. and Chester Ave. in Southwest Philadelphia. The 13 trolley stops at our front door, and we have limited off-street parking.
- Your start date will be July 1, 2021, or sooner if possible (this is a 12-month position).
- The salary range for this position is \$35,000 to \$50,000, depending on experience.
- You will have 15 vacation days in each of your first 3 years with us, increasing to 20 days in your 4th year and beyond.
- ICS West pays for 100% of the cost of employee and dependent health benefits, and matches 403b contributions up to 5%. We do not participate in PSERS.



You

This role is a fit if...

- You have worked in and understand the unique pace of a school setting. If you haven't worked in a school before, you are able to explain to us why doing so matters and is exciting to you.
- You know that it is our responsibility as educators to give every single student everything they need.
- You are excited about having a coach and becoming the best you can be in your role.
- You know that a team can accomplish more than an individual, and are excited to get to know your teammates, build trust with them, and have candid conversations with them.
- You are a detail-oriented person, and you can't stand when things don't work or are disorganized. You like to fix things and solve problems in the moment, so they don't become bigger problems in the future.
- You can demonstrate skill with basic data and communications functions like Excel, Word, email, and a work ticket platform like SchoolDude.
- You have at least 3 years of custodial/building management experience.

Your Impact

- A year from now, because of your hard work and attention to detail, our students, families, team, and neighbors in Kingsessing will view the ICS West campus and buildings as the centerpiece of our community, setting the stage for future projects like the church renovation and the expansion of green space and play areas.
- A generation from now, the students you and your team have supported will be the global citizens and leaders that our world so desperately needs, uniting communities in Philadelphia, across the country, and around the world.

Application Details

If reading about ICS West and this position excites you, we want to meet you! Please send your resume and a cover letter to icswesthiring@icswest.org, and we will be in touch shortly with next steps.