



Facilities Scheduler

Department: Community Education

Immediate Supervisor: Supervisor of School-Aged Care, Operations and Facilities

FLSA Status: Non-Exempt

Position Summary

With the focus to support and advance the Edina Public Schools' mission, vision and core values, the Facilities Scheduler, under the guidance of the Supervisor of School-Aged Care, Operations and Facilities, supports the school district by accurately scheduling facilities for all events throughout the district. The Facilities Scheduler collaborates with staff, community groups, and external organizations to coordinate facility use and promote positive customer service experiences.

Essential Duties and Responsibilities

District Facility Scheduling and Coordination.

- Coordinates facility reservations for district programs, activities, community groups, and external organizations.
- Reviews facility use requests to ensure compliance with district procedures, availability, and scheduling priorities.
- Processes facility reservations and updates scheduling systems to maintain accurate facility calendars.
- Initiates billing procedures for facility rentals and verifies the accuracy of rental-related information.
- Communicates scheduling confirmations, changes, cancellations, and facility use requirements to stakeholders.
- Collaborates with district departments, schools, and community organizations to resolve scheduling conflicts and support facility utilization.
- Monitors facility schedules and usage to maximize efficiency and ensure accurate allocation of district spaces.

Provides customer service and serves as a resource regarding district facility use.

- Welcomes employees, visitors, and community members in a professional and courteous manner.

- Assists internal and external users with questions regarding facility availability, rental procedures, fees, and district policies.
- Responds to telephone calls, voice messages, emails, and other correspondence in a timely and customer-focused manner.
- Guides users through the facility reservation process and provides information regarding facility use expectations and requirements.

Records Management and Administrative Support

- Maintains accurate records, databases, schedules, contracts, permits, and other facility-use documentation.
- Prepares reports, correspondence, forms, invoices, and related documents associated with facility scheduling activities.
- Verifies information for accuracy, and compliance with district policies and procedures.
- Safeguards confidential information and ensures appropriate handling of records and data.
- Performs general clerical and administrative duties in support of the Community Education department.

Performs other duties of a comparable level or type, as required.

- Communicates the district's vision, mission, core values and beliefs and provides assistance to individuals, other district staff and community concerning areas of expertise and knowledge.
- Attends training sessions and keeps abreast of changing developments, trends and technologies.
- Regular, reliable in-person attendance, punctuality, and adherence to the established work schedule are essential functions of this position.

Essential Skills Required to Perform Position Duties

- Demonstrating a collaborative, customer service mindset.
- Establishing and maintaining professional and courteous working relationships.
- Ensuring the use of culturally proficient communications and demonstrating an interest in working with diverse, multicultural members of the district and community.

- Customer service, communication and human relation skills in assisting, dealing with and applying proper phone etiquette, customer service and information assistance to the public.
- Using judgment and discretion in handling issues in accordance with district policies.
- Fundamentals of computer operation and use.
- Prioritizing, organizing, managing time and project activities and using attention to detail.
- Demonstrating the ability to work autonomously and with minimal supervision.
- Utilizing effective written, verbal, and active listening skills.

Minimum Work Requirements

Education/Experience Requirements

High School Diploma or GED, and a minimum of 1 year of related experience is required.

Physical Position Requirements

Hazardous Working Conditions

Duties are performed in a typical school/office environment where there are minimal environmental hazards and risks associated with performing the requirements of the job.

Work Environment

Duties involve performing assignments in typical indoor conditions. Employee will sometimes work in a high-noise environment, and sustained periods of elevated sound levels.

Physical Activities

Activity	Time Spent
Stand	Occasionally (1-33%)
Walk	Occasionally (1-33%)
Sit	Continuously (68-100%)
Use hands to finger, handle, or feel	Continuously (68-100%)
Reach with hands and arms	Occasionally (1-33%)

Climb or balance	None (0%)
Stoop, kneel, crouch, or crawl	None (0%)
Talk or hear	Continuously (68-100%)
Taste or smell	None (0%)
Lift, Carry, Exert Up to 10 pounds	Frequently (34-67%)
Lift, Carry, Exert Up to 25 pounds	Occasionally (1-33%)
Lift, Carry, Exert Up to 50 pounds	None (0%)
Lift, Carry, Exert Up to 100 pounds	None (0%)

Classification History

Job description revised by ISD 273 Human Resources in July 2026.