

THE POLAND SCHOOLS
JOB DESCRIPTION

TITLE: Director of Operations - Qualifications for this position are outlines below. Candidate must currently have or willingness to obtain these qualifications. Candidates will be evaluated on these current conditions.

- QUALIFICATIONS:**
- Bachelor's Degree in Business Administration
 - Business Managers license from Ohio Department of Education.
 - Administrative license from Ohio Department of Education.
 - Three years of experience as a supervisor in the area of School Administration, Management, Business Operations, Facilities
 - As required by Ohio law licensed educators and certificate holders must submit fingerprints for both an Ohio Criminal Background (BCI) and an FBI Criminal Background Check to the Bureau of Criminal Identification and Investigation (BCII). Record free of criminal violations that would prohibit school employment.
 - Adheres to the Licensure Code of Conduct of Professional conduct for Ohio Educators.
 - Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
 - Ability to establish working relationships with co-workers and function as a part of a cohesive team.
 - Commitment to keep current with work skills essential to the objectives of the position.
 - Effective organizational planning and management skills.
 - Ability to monitor and manage compliance with health, safety, and environmental laws/regulations.

REPORTS TO: Superintendent

JOB DUTIES To assist the Superintendent by administering the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available. In summary, this position manages planning, delivery, assignments, and ongoing improvement of business operations.

A. EXEMPLARY SKILLS IN THE FOLLOWING:

- Communication written and verbal
- Technology in various software and hardware
- Time management
- Work ethics
- Working as a Team member and Leader
- Self-Motivated and Self-Starting

B. PERFORMANCE RESPONSIBILITIES:

- Ability to work harmoniously and cooperatively with others as a team member and follow the appropriate chain of command.
- Exhibit promptness and diligence in the performance of all work-related duties.
- Promotes a safe, efficient and effective work/learning environment.
- Problem solving with the assistance of Superintendent/Designee.

C. ESSENTIAL FUNCTIONS:

1. Directly manages the operation of the district's buildings and grounds.
2. Administrate and coordinate the district safety and security programs using KnowledgeWorks.
3. Collaborate with Administration Team in the hiring of personnel in the building as well as in transportation.
4. Administers district-wide purchasing, maintenance, custodial, transportation, and food service programs.
5. Oversees facility planning, building/site renovations, and new construction.
6. Serves as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies. Implements administrative guidelines/procedures.
7. Analyzes data to improve school operations. Monitors contractors/vendors performance.
8. Attend all Board meetings, prepare and present reports to the Board as requested.
9. Working knowledge of computers including proficient use of databases and spreadsheets.
10. Prepare all bidding documents, including notice to bidders, instruction to bidders, specifications and form of proposal in conjunction with the District Treasurer.
11. Assist in the formulation of policies and objectives for the business affairs of the district.
12. Oversee the operation and maintenance of the school physical plant.
13. In cooperation with the Superintendent and Treasurer, prepare the school district appropriations and establish a program of annual budget management for all funds.
14. Oversee the program for purchasing supplies and equipment. Manages cost-control programs working directly with the Head Custodians, Groundskeeper, and Food Service Supervisor.
15. Prepares revenue/expense projections for call cost centers.
16. Maintain an up-to-date inventory of all district property valued at over \$5000.00.
17. Assist the Superintendent and administration with the responsibility for the supervision and evaluation of support staff personnel.
18. Elevator inspections and Lift inspections and posting of such, to be completed annually.

19. Oversees the utilization and rental of District facilities.
20. Monitors contractors/vendors performance as they work in buildings or property.
21. Assists the Treasurer's Office with the management of non-consumable asset records.
22. Regularly inspects district facilities. Develops facility-use plans. Ensures compliance with building codes and ADA accessibility standards.
23. Upholds applicable local, state, and federal laws. Facilitates compliance with legal mandates.
24. Asbestos Training – Administers the district's air quality and asbestos management programs. Ensures all staff are properly trained.
25. Helps evaluate and revise emergency preparedness/crisis management plans (e.g., fire, weather, security, etc.) Implements threat reporting, assessment, and response process, in collaboration with the building administration.
26. Directs and supervises the provision of effective maintenance and custodial services including preventative maintenance agreements and contracts. Specifically, HVAC, Roofing, Parking Lots, Snow Removal, not to be all inclusive.
27. Conducts health/safety in-service training programs for district staff as requested.
28. Works with Nutrition Group to oversee the provision of an effective food service program.
29. Oversees classified staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
30. Participates in collaborative planning of effective staff development programs.
31. Periodically reviews and updates classified personnel job descriptions.
32. Working with Head Custodians to develop work schedules. Ensures the equitable distribution of workloads. Ensures that essential services are maintained during staff absences. Evaluate digital time sheets with digital platforms.
33. Prepares/maintains accurate records. Submits required paperwork on time. Maintains the confidentiality of privileged information.
34. Reports suspected child abuse and/or neglect to civil authorities as required by law. Maintains a professional appearance. Wears work attire appropriate for the position-abides by Ohio Evaluation.

D. OTHER DUTIES AND RESPONSIBILITIES:

1. Perform other duties as assigned by the Superintendent.
2. Attend monthly Bureau of Worker's Compensation meetings as directed.

E. ADDITIONAL WORKING CONDITIONS:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to blood, bodily fluids, and tissue.
- Occasional operation of a vehicle in inclement weather conditions and being prepared to come to work on all school days including calamity days.
- Occasional requirement to travel, both daily and overnight.
- Evening/weekend/summer work.

- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, and reach.
- Occasionally lift, carry, push, and pull various items, which may weigh a minimum of 50 pounds, (e.g., paper boxes, deliveries of supplies and equipment.)

TERMS OF EMPLOYMENT: Wages and fringes are established by the Board based on Adopted Administrative School Employees Contract Schedule.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Non-certified Administrative Personnel.

The Poland Local School District Board of Education is an equal opportunity employer. Job descriptions are subject to change. This job description is not intended to be a complete list of all job duties to be performed.

Board Approved: 4/26/2021

I acknowledge receiving a copy of this job description for Poland Local School District.

Signature _____ Date _____

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