

NAME:

TITLE: Director of Operations

QUALIFICATIONS:

1. College graduate in related area
2. At least five years successful experience in the maintenance of buildings, including three years of supervisory experience, preferably in a school district.
3. Ability to communicate effectively with a variety of people
4. Skill in using spread sheet, data base, & other software
5. Knowledge of Federal/State/Local Regulations concerning safety, AHERA, OSHA, ADA, etc.
6. Certificate of good health. Lifting ability up to fifty pounds
7. Ability concerning confidentiality of information and professionalism regarding sensitive matters
8. Ability to organize and prioritize work
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Directors
Superintendent of Schools

JOB GOAL: To maintain buildings & grounds, transportation services, and food service operations in a safe efficient, and aesthetic condition so that full educational use may be obtained. To provide leadership and supervision of all assigned staff in a manner that enhances productivity, services, and good public relations.

TERMS OF EMPLOYMENT: Twelve month year.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Administrators.

Instruction: A three point scale is used in this evaluation. A single () mark should be made in the appropriate box.

- (1) Right-on-Target: full expectations of the district.
- (2) Improvement Requested: additional attention in this area is warranted.
- (3) Unsatisfactory: unacceptable performance. Does not meet district standards.
- (x) Not Applicable: There will be sections that may not apply to some evaluators.

PERFORMANCE RESPONSIBILITIES:

1. _____ Monitors and assists with preparation and administration of budget areas in accordance with district policy.
2. _____ Recommends the hiring of outside contractors to perform certain maintenance or repair services.
3. _____ Recommends approval of payment of all outside contractors performing work for the district.
4. _____ Recruits and recommends individuals for employment/termination.
5. _____ Administers or arranges staff development activities for assigned employees including annual evaluations and process reports.
6. _____ Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety standards.
7. _____ Monitors and assists all OSHA, Americans with Disabilities Act (ADA), EPA, DNR, and AHERA compliance regulations. Assists with annual policy and procedure updates.
8. _____ Develops emergency procedures.

9. _____ Participates in continuing education to obtain updates in all aspects of assigned responsibilities.
10. _____ Attends appropriate committee and staff meetings.

Transportation

1. _____ Monitors vehicle and equipment inspection, inventory, repair, and/or replacements.
2. _____ Develops and administers transportation services for all school events.
3. _____ Monitors and assists with discipline problems occurring on school owned vehicles.
4. _____ Monitors and assists with high standards of safety and good housekeeping methods in all work areas.
5. _____ Advises superintendent or designee on road conditions for decision on school closing during inclement weather.
6. _____ Works with and knows all aspects of Transportation Director's responsibilities.
7. _____ Performs other duties as request by Board and/or Superintendent of Schools.

Food Service

1. _____ Serves as liaison with the Food Service Director.
2. _____ Monitors all monthly/annual reports.
3. _____ Keeps the Business and Superintendent's Offices informed.
4. _____ Consults with district staff regarding programs and operations.
5. _____ Performs other duties as requested by Board and/or Superintendent of Schools.

Buildings and Grounds

1. _____ Responsibility for comprehensive planning, preventive maintenance programs, and scheduling of maintenance and repairs.
2. _____ Determines and establishes detailed specifications pertaining to supplies, materials, equipment, and contract work.
3. _____ Establishes, recommends, and prioritizes-repairs, replacements and renovation projects to include expenses.
4. _____ Inspects and supervises all school buildings and grounds on a regular basis to determine that high standards of workmanship, cleanliness, safety, maintenance, and security are maintained.
5. _____ Monitors and assists with seasonal tasks...snow, mowing, painting, etc.
6. _____ Consults with building principals, maintenance staff, and other administrators regarding the establishment of regular maintenance programs and continuous evaluation of building custodians and maintenance personnel.
7. _____ Monitors all energy utilization for cost, efficiency and recommends plans for future use.
8. _____ Monitors and supervises all HVAC equipment.
9. _____ Acts as liaison between superintendent/architect/contractors. Participates in the process of site selection, acquisition, and development of architectural plans. Administers new construction and alterations to existing facilities.
10. _____ Works with all maintenance staff and knows all aspects of their responsibilities.
11. _____ Performs other duties as requested by Board and/or Superintendent of Schools.

EVALUATION SUMMARY

I believe that this employee's major strong points are:

- 1. _____

- 2. _____

- 3. _____

I believe that the following areas need improvement:

- 1. _____

- 2. _____

- 3. _____

I have read this evaluation and have had a conference with the evaluator. _____ Yes _____ No

I agree with the evaluator. _____ Yes _____ No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____