

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Chief of Operational Services

QUALIFICATIONS:

1. Master's degree from an accredited college or university in business administration, public administration, or related field.
2. At least five (5) years experience as an administrator or supervisor in the field of education, business, etc, in a school system or other comparable entity or organization.
3. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Future oriented perspective.
2. Ability to plan, organize, and prioritize.
3. Ability to analyze problems, identify appropriate solutions, project outcomes of proposed actions, and implement recommendations.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to present information effectively to a variety of audiences.
6. Ability to work cooperatively with School Board members, school personnel, students, community and other departments and agencies.
7. Knowledge of national, state, and district educational goals and standards.
8. Ability to read, interpret, and implement State Board of Education rules, School Board policies, and appropriate federal and state statutes and regulations.
9. Advanced skills in problem solving and interpersonal interaction, with the ability to handle sensitive issues in a timely and professional manner.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent by providing leadership for school and district operations and the delivery of services to ensure that all departments are operated in an efficient and cost-effective manner and that timely and accurate information is available for use by the district.

SUPERVISES:

Director of Plant Services
Director of Transportation
Director of Food Services
Director of Custodial Services
Director of Youth Center
Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

1. Oversee school operations as assigned, specifically, Plant Services, Transportation, Food Services, Custodial Services and Youth Center.
2. Facilitate and coordinate service delivery to schools and departments.
3. Oversee and coordinate the allocation of support operations resources to schools and departments.
4. Facilitate the preparation, review and administration of budgets.
5. Provide information and advice to the Superintendent regarding the effective and efficient operation of schools and concurrency planning.
6. Assist with the development and update of school attendance boundary software, maps and descriptions.
7. Work with appropriate personnel in the planning, modification and construction of school facilities.
8. Assist in the preparation for and conduct of collective bargaining negotiations for support personnel.
9. Oversee the Five-year School Plant Survey and all supplemental updates.
10. Coordinate all survey recommendations and District Facility Lists in order to establish funding eligibility for projects.
11. Assist in preparation of the district capital budget.
12. Assist principals with facility maintenance/operations, community relations, program operations, organizational patterns, and space utilization.
13. Develop and foster communication linkages between and among schools and district level staff.
14. Collaborate with principals in problem identification and problem solving related to commonly identified concerns with school operations.
15. Prepare a variety of studies, reports, and related information for decision making purposes.
16. Assist in the development of School Board policies and administrative guidelines as it relates to operations.
17. Set high standards and expectations and promote professional growth for self and others.
18. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
19. Visit school campuses regularly to collect stakeholder feedback, communicate department initiatives to school leadership teams, and identify opportunities for financial and budgetary enhancements.
20. Keep district-wide staff informed of potential problems or unusual events.
21. Serve on district, state or community councils or committees as assigned or appropriate.
22. Stay informed and disseminate information about current research, trends, and best practices in areas of responsibility.
23. Participate in state training programs and courses to increase the level of department services.
24. Prepare the annual department budget and monitor its implementation as required.
25. Supervise assigned personnel, conduct annual performance evaluations, and make recommendations for appropriate employment actions.
26. Prepare and oversee the preparation of all required reports and maintain all appropriate records.
27. Assist in developing and implementing the district's strategic plan.
28. Assist in the development of policies and procedures for department.
29. Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
30. Utilize appropriate strategies and problem solving tools to make decisions regarding the planning, utilization of funds, delivery of services, and evaluation of services provided.
31. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Chief of Operational Services continued

32. Assist in the preparation of the School Board Meeting agendas by preparing appropriate action and information items of routine and priority nature.
33. Assist in interpreting the programs, philosophies, and policies of the district to staff, students, and the community.
34. Maintain contact with other school districts in Florida and other states to share and receive information of effective programs and practices.
35. Serve as a member of the Superintendent's Cabinet.
36. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force constantly to move objects. Must be willing to work indoors and outdoors.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel and established performance objectives outlined in the District's current strategic plan.

Job Description Supplement Code: 5

Salary Lane: Non-School Based Administrator AYZ