

**OZARK R-VI SCHOOLS  
JOB DESCRIPTION**

**TITLE: ASSISTANT SUPERINTENDENT OF OPERATIONS**

**QUALIFICATIONS:**

1. Master's Degree or higher
2. Successful experience in teaching and/or school administration
3. Such alternatives to the above qualification as the Board may find appropriate and acceptable

**JOB GOAL:** To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations to superintendent.
2. Coordinate federal, state and local funds to meet the needs of the district programs and reports on the status of district programs and services at the request of the superintendent.
3. Prepares and evaluates board policies as they relate to support staff and makes recommendations to the superintendent.
4. Supervises all classified staff including recommendations for hiring and dismissal.
5. Oversee and recommend property and casualty insurance.
6. Supervises and determines the transportation needs.
7. Attend Board meetings and prepare such reports for the Board as the superintendent.
8. Supervises district maintenance department.
9. Regularly inspects buildings and grounds and works with principals.
10. Supervises operations of food service.
11. Supervises Emergency Management for safety and security.
12. Supervision of the technology department.
13. Supervision of the communication department.
14. Coordinates media centers and planning.
15. Oversee the classified professional development program for the district
16. Attend and participate in community organizations and governmental bodies as a representative of Ozark Schools.
17. Performs such other tasks and assumes such other responsibilities as the superintendent or assistant superintendent may assign from time to time.

**TERM OF EMPLOYMENT:** Terms of contract determined by Board of Education.

**PHYSICAL REQUIREMENTS:** Must be able to be mobile between buildings.

**EVALUATION:** Evaluated annually by Superintendent.

**TYPE OF POSITION:** Exempt

**APPROVED BY SCHOOL BOARD:** February 21, 2019