

Job Title: Assistant Superintendent of Finance & Operations
Reports to: Superintendent
Dept. /School: Central Administration

Primary Purpose:

Direct and manage district's Transportation department.
Direct the district's Child Nutrition department to provide a healthy environment for students
Direct and manage the Technology department
Direct and manage district's Maintenance & Operations department
Ensure enforcement of all the laws.

Qualifications:

Education/Certification:

Master's Degree, Mid-Management/Principal Certification

Special Knowledge/Skills:

Ability to direct and manage Transportation
Ability to manage budget and personnel
Ability to coordinate district function
Ability to direct and manage Technology
Ability to direct and manage Child Nutrition
Ability to direct and manage Maintenance & Operations
Ability to implement policy and procedures
Ability to interpret data
Knowledge of vehicle repair and maintenance
Strong communication, public relations, and interpersonal skills

Experience:

Three (3) years successful classroom teaching experience
Three (3) years in leadership role

Major Responsibilities and Duties:

Oversee the following Transportation

- Manage bus routes and schedules for all schools in district and develop plan to meet future transportation needs.

- Respond to after-hours emergency calls as needed.
- Manage repairs of all district-owned vehicles and oversee plans for preventative maintenance.
- Manage vehicle repair requests. Oversee services that cannot be performed in shop.
- Monitor and enforce the two-mile limit for transportation eligibility.

Oversee Policy, Reports, and Laws:

- Implement federal and state law, State Board of Education rule, and board policy in the departments of Transportation, Technology, Maintenance, Operations, and Child Nutrition.
- Compile, maintain, file, and present all physical and computerized reports, records, and other documents required in the department of Transportation, Technology, Maintenance, Operations and Child Nutrition.
- Enforce safety standards that conform to state, federal, and insurance regulations and develop a program of preventative safety.
- Develop training options and improvement plans to ensure exemplary operation in the department of Transportation, Technology, Maintenance, Operations and Child Nutrition.
- Comply with applicable personnel policies.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Recommend sound policies directed to improve programs in the department of Transportation, Technology, Maintenance, Operations and Child Nutrition.

Oversee Budget and Inventory:

- Compile budgets and cost estimates based on documented program needs for Transportation, Technology, Maintenance, Operations, and Child Nutrition.
- .
- Recommend disposal of obsolete equipment and replace equipment as necessary.
- Plan and direct inventory and stock control program for equipment and supplies.

Communication and Community Support:

- Demonstrate awareness of district-community needs and initiate activities to meet those needs in the Transportation, Technology, Maintenance, Operations, and Child Nutrition.

Oversee Personnel Management:

- Develop training options and improvement plans to ensure exemplary operation in the Transportation, Technology, Maintenance, Operations and Child Nutrition.
- Maintain records for all personnel in order to be in compliance with the state and federal laws.

Oversee Safety of Operations:

- Advise administration about inclement weather conditions that may result in the closing of schools or road hazards.
- Work closely with principals and assistant principals to ensure safety and discipline. .
- Help with gathering information in investigations of school bus accidents.
- Help organize and conduct training programs to promote a safe work environment.
- Perform disaster duty as needed (hurricanes, tornadoes, earthquakes, blizzards, road closures, etc.).
- Maintain safety standards in compliance with federal, state, and insurance regulation.
- Ensure that equipment is maintained in operating and optimum condition.
- Ensure enforcement of all the laws.

Other:

- Attend and make presentations at conferences and school board meetings to discuss innovations and problems in the assigned departments.
- Attend professional growth activities to keep abreast of innovative techniques in all assigned areas.
- Maintain good rapport with parents and community.
- Respond to afterhours emergencies as needed.

Supervisory Responsibilities:

Supervise and evaluate performance in the Transportation Department, Maintenance and Operations Department, Child Nutrition, and Technology Department

Working Conditions: Mental Demands, Physical Demands, Environmental Factors:

Maintain emotional control under stress. Occasional district wide and state wide travel; frequent prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature:_____

Date:_____