



DIRECTOR SCHOOL OPERATIONS JOB DESCRIPTION

JOB TITLE: Director of School Operations
REPORTS TO: Chief Business Officer
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: AD9
DAYS: 260
JOB ID & DATE: ADM-65 | May, 2023

JOB PURPOSE SUMMARY

The Director of School Operations is responsible for setting the vision and direction for all schools. Under little or no direct supervision, the Director is a critical leadership role that directly affects the operational management of the school district.

REQUIREMENTS

Education Level Details

Master's Degree in School Administration. Educational Doctorate or Educational PhD preferred.

License / Certification Required

Superintendent, Central Administration, or Principal licensure

Work Experience Required

Minimum of three years of experience as a Principal

Minimum of three years of successful district-level leadership experience

Other Skills and Abilities Required

Demonstrated leadership skills

Ability to problem solve, think critically and manage conflicts

Ability to manage budget and personnel

Ability to collect, analyze and use multiple sources of data

Strong organizational, communication, strategic planning and interpersonal skills

Work collaboratively to build consensus while also delivering exceptional results

Inspire, manage and collaborate with a wide variety of internal and external stakeholders at all levels

Be flexible, resilient and adaptable to changing priorities

Knowledge and expertise in writing grants

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Major Responsibilities

- Provide direction and guidance to transportation services
- Provide direction and guidance to maintenance of facilities, grounds, custodial, HVAC, bond construction and environmental areas of Auxiliary Services
- Maintain buildings and grounds in condition for safe, sanitary, efficient operation and to continuously inspect, appraise and maintain such conditional throughout the term of their operation
- Direct operations involving the management and maintenance of the district's facilities, grounds, transportation and custodial services in compliance with all local, state and federal environmental regulations
- Develop programs and establish performance standards that measure accountability, effective uses of resources and align with the districts goals and objectives
- Develop, monitor and continuously modify, long and short range plans including budget and service impacts
- Act as liaison with state and local agencies on a variety of facilities-related issues and direct the preparation of data for a variety of federal, state and district reports
- Provide direction and guidance to Student Information Services including registration, student attendance, and truancy services.
- Assess incidents, complaints, (e.g. safety issues, transportation routes, legal issues, department staffing, etc.) for the purpose of resolving or recommending a resolution to the situation

District Climate

- Facilitate communication and collaboration among campus administrators and district departmental leaders to enhance service delivery, program development and customer satisfaction, particularly around innovative school models and programs
- Set the vision and strategic plan for the district's innovative and specialized school models and programs
- Serve as the district's expert on innovative and specialized school models and new approaches to teaching and learning
- Champion the creation of new school models and the redesign of existing schools that require extensive cross-departmental collaboration and internal consensus
- Create and sustain a network of local and national partnerships that contribute ideas and energy to the district's innovative and specialized school models

Organizational Management

- Provide leadership and direction to the Coordinator of facilities, and Student Information Systems
- Serve as liaison between district operations and innovative and / or specialized campuses
- Provide administrative direction and leadership for the operational, financial and personnel resources of assigned campuses/departments to effectively support district and campus goals

Budget and/or Resource Responsibilities

- Develop, review and approve campus/departamental operating policies, procedures, and Budgets
- Contribute in collaborative decision making regarding the purchase of resources

SUPERVISORY RESPONSIBILITIES

Supervision of direct reports that may include transportation workers, custodial workers, maintenance workers, supervisors, clerical, and division leadership.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Mental Demands: This position may be responsible for handling highly charged public situations as well as interacting with the press. Work with frequent interruptions, maintain emotional control under stress

Physical Demands and Environmental Factors: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; frequent districtwide and occasional statewide or national travel

Tools and Equipment Used: Standard office equipment including personal computer and peripherals.
Posture: Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting
Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 40 pounds)

Location: Work is performed in classrooms, offices, work stations and meeting rooms. May work prolonged or irregular hours and must be able to maintain control under stress. The position may require the employee to work some evenings and weekends. The individual must be able to work remotely in the event of a district shut-down or other situation.

Employee Printed Name: _____ Employee ID Number: _____

Signature: _____ Date: _____