

Job Title:	Executive Director, Bus Svcs Strategic Engagement	Job Code:	5086
Job Family:	Non-Certified Administrative	FLSA Status:	Exempt - E
Pay Program:	Administrative	Pay Range:	L20
Work Year:	12 months		

SUMMARY: Leads the operations of both the Nutrition Services Department and the Before & After School Enrichment (BASE) Program. Responsible for ensuring success of Business Services strategic initiatives, aligning critical Business Services functions, processes that engage multiple divisions under direction of the Chief Operating Officer. Responsible for the health of key processes managed by Business Services impacting multiple divisions of Adams 12 Five Star Schools. Strategic initiatives typically feature highly visible, complex, long-term projects involving multiple stakeholder groups in process improvement, change management, business transformation, and customer satisfaction.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provides vision for both the Nutrition Department and the BASE Program. Responsible for the overall operations of the Nutrition Services Department and BASE Program. Including internal and external communication, collaboration with essential stakeholders in order to successfully provide services and experiences to our customers. Coordinate and plan projects, committees, and teams to effectively allocate the use of the Nutrition Department's and the BASE Program's physical and material resources, capital reserve projects and budget.	D	30%
2. Supervise, evaluate, and guide staff overseeing multiple sites for both the BASE Program and the Nutrition Services Department to effectively deliver the customer oriented, cost effective services to schools. This includes identification, testing, evaluation and implementation of new technology, training programs, technical specifications and requisitions for purchase of capital equipment, small equipment, food and expendable items for both the Nutrition Department and BASE Program.	D	25%
3. Provide technical expertise and development of processes, procedures and programs; advises the Chief Operating Officer of unusual trends or problems and recommends appropriate process improvement. Works with Business Services Directors to improve best practices across all Business Services departments. Provide organizational leadership to ensure the coordinated planning and consistent implementation of strategic plans, making certain that programs and supports are effective and focused on the district's vision and mission.	D	15%
4. Provides guidance across all departments of Business Services staff to ensure success in mission critical, complex projects involving multiple stakeholder groups across multiple divisions. Leads process improvement, change management, business transformation, and customer satisfaction projects to achieve divisions goals. Meets with district team members and process stakeholders from multiple divisions regularly to implement Business Services initiatives and goals. Participate with Chief Operating Officer and other senior staff in strategic engagement and problem resolution of complex issues and needs.	D	15%
5. Develop superintendent policies, department standards and procedures. Including district wellness policy. Oversee plan guidelines for up to 30 licensed child care and up to 47 food service sites. Guide and ensure completion of all required reporting to the Colorado Department of Education and Colorado Department of Health and Human Services. Guide and ensure development of plan guidelines for licensed childcare and food service sites. Including operational improvement plans and emergency readiness plans for both food service and licensed child care.	D	10%
6. Perform other duties as assigned	Ongoing	5%
	TOTAL	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree with a major in nutrition dietetics, business, childcare or related fields required.
- Master’s degree preferred.
- Minimum of seven (7) years of experience in management, process improvement, school food service management/or childcare management or related fields.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Registered dietician preferred.
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among district facility locations.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Advanced skills in personnel management, budget development, conflict resolution, organizational and planning, specification writing, procurement, report writing information analysis, strategic planning, marketing, nutrient analysis.
- Able to provide reports to chief operation officer.
- Ability to organize, assign, direct and inspect work of subordinates and exercise good judgement in evaluating situations and making decisions.
- Ability to understand and implement federal, state, local requirements and National School Lunch Program requirements in addition to daycare rules and regulation.
- Possess ability to speak before large and small groups and organizations.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with personal computers and peripherals.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Operating Officer	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Free and Reduced Coordinator	1	1165
	Nutrition Operations Manager	1	3035
	BASE Operations Manager	1	3002
	Nutrition & BASE Resource Manager	1	3021

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsibility for developing, administering, monitoring, analyzing, and coordinating 2 department special reserve budgets.
- Responsible for adjusting staffing and resources at the central office and the sites to keep the departments within budget.
- Initiate requisitions.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the*

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste				X
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
11 to 25 pounds		X		
26 to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	