Boyle County Schools - JOB DESCRIPTION

101 Citation Drive, Suite C | Danville, Kentucky 40422 | 859.236.6634

POSITION: Director: Operations

SCHOOL / DEPT: Administration / Operations

EVALUATOR: Superintendent or designee

SALARY SCHEDULE: Certified or Classified Professional + Administrative Index

APPROVED BY: Boyle County Board of Education **DATE:** August 2023

ABOUT US

Kids come first at Boyle County Schools. We're proud to employ a team of educators and staff who strive for excellence, crave innovation and look for ways to provide students with personalized learning environments. A state and national leader in education, Boyle County Schools elevates more than 2,700 students to the highest levels of achievement through growth in academics, the arts, and athletics.

ABOUT THE POSITION

The Director of Operations serves as the leader of the operations team for Boyle County Schools in an effort to ensure a positive, safe and well-maintained learning and work environment that supports the educational process and facilitates student achievement. The Operations Director will develop, oversee and lead the day-to-day operations of transportation, buildings and grounds, maintenance and athletics.

JOB QUALIFICATIONS

This position requires:

- Valid Kentucky teaching certification or Bachelor's Degree in Business Administration, Business Management or related field is required.
- Four (4) years of successful teaching or professional experience in operations, management, logistics or a closely related field is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Direct and provide oversight for the operations of transportation, maintenance, building and grounds operations to ensure successful fiscal and operational practices and the integration of shared business processes.
- Oversee the district's student transportation program that includes fleet scheduled and unscheduled maintenance, vehicle replacement, operator training, establishment of routes and stops, and pick-up/drop-off times.
- Oversee the district's athletics program that includes working with principals, athletic director(s) and coaches to offer a variety of opportunities for student athletes, ensure compliance with KHSAA policies, rules and regulations and ensure district facilities and equipment are in working order and prepared for practice and game day competitions.
- Oversee the district's facilities and grounds, conducting routine and periodic inspections of all schools and facilities ensuring that all campuses are well-kept and free of distractions that could interrupt student learning and safety.
- Provide guidance and support to all district custodial staff on routine building upkeep and oversee the planning and execution of large scale custodial projects during school breaks and other times as needed.

- Oversee the district's efforts to effectively communicate and engage with parents, guardians, students and the community on routine and urgent matters through the use of various communication channels.
- Oversee all aspects of district operations, with efforts to foster an environment free of distractions that could interrupt student learning.
- Oversee and serve as the coordinator for all new construction projects.
- Oversee committees responsible for decision making in all areas of operations.
- Develop and manage budgets to support programs and projects for all aspects of district operations.
- Serve as a member of the Superintendent's leadership team. Attend all board meetings.
- Collaborate with other governmental, business and community partners.
- Carry out other professional responsibilities including punctuality, reliability, care of equipment and materials, planning, communication, confidentiality, and following district and school policies.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Ability to use technology for a variety of purposes, including but not limited to supporting instruction, accessing and manipulating data, professional growth and productivity, communicating and collaborating with colleagues, parents and the community, and conducting research/solving problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.
- Strict adherence to the Policies and Procedures of the Boyle County Board of Education, the Employee Handbook, Code of Ethics for Certified School Personnel and Kentucky Revised Statutes.
- Fulfilling contractual obligations of days worked.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Head of Maintenance, Transportation Director, all employees involved in transportation, facilities, grounds, maintenance.

WORKING CONDITIONS

- Regularly required to use hands for simple grasping and fine manipulatives.
- Regularly required to communicate effectively using speech, vision and hearing.
- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl.
- Occasionally required to sit and climb or balance. Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually loud.

DISCLAIMERS AND OTHER PERTINENT INFORMATION

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.