

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

OPERATIONS ADMINISTRATOR ON ASSIGNMENT 12 MONTHS

QUALIFICATIONS:

- (1) Bachelor's Degree or higher preferred but may be substituted for commensurate work experience.
- (2) Certification in educational leadership or equivalent preferred
- (3) Minimum of three (3) years successful public education sector experience or equivalent industry experience is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to interpret and enforce State Board rules and School Board policies. Knowledge of collective bargaining agreements. Ability to use effective public relations skills. Ability to analyze data. Ability to use effective interview techniques, effective public speaking skills, and problem-solving skills. Ability to provide professional leadership based on current trends and research. Knowledge of group and cultural dynamics. Demonstrate effective written and oral communication skills. Skills in personnel management, interaction, supervision techniques, coaching and evaluation procedures, and conflict resolution.

REPORTS TO:

Director, or Senior District Administrators as determined by the Superintendent

JOB GOAL

To assist Director or District Level Administrator with administrative and operational functions to meet the needs of a department and carry out the mission and goals of the District at the discretion of the Superintendent.

SUPERVISES:

Support, and Professional personnel as assigned.

PERFORMANCE RESPONSIBILITIES:

- (1) Provide assistance and feedback to department personnel.
- (2) Develop and implement the department's programs with assistance from District personnel as assigned by the Department supervisor.
- (3) Develop schedules and assign personnel according to identified needs.
- (4) Utilize current educational and professional trends in the planning and preparation of the programs.
- (5) Interpret and enforce School Board policy, state statutes, and federal regulations.
- (6) Implement the accreditation program for the assigned department as applicable.
- (7) Coordinate the selection of material and equipment needed at the assigned department as applicable.

Operations Administrator on Assignment 12 Month

(Continued)

- (8) Facilitate personnel development to ensure that the department will realize maximum value from each of its employees.
- (9) Facilitate a process of positive communication among all stakeholders in daily interactions.
- (10) Provide leadership in the event of a department crisis.
- (11) Provide leadership in the strategic planning process as applicable.
- (12) Administer and develop duty rosters for the department.
- (13) Provide supervision while maintaining visibility about the campus and/or classroom as applicable.
- (14) Interpret and enforce the District's Code for Student Conduct as applicable.
- (15) Coordinate the production of planning materials.
- (16) Supervise and evaluate personnel as assigned by the supervisor.
- (17) Comply with provisions of collective bargaining agreements.
- (18) Interview and select qualified personnel to be recommended for employment, reappointment, and termination as directed by the supervisor.
- (19) Develop and maintain positive department relations with the community and act as a liaison between school/department and community.
- (20) Maintain adequate property inventory records, key control, and security of district property.
- (21) Participate in the development of long-range facility needs at the assigned department.
- (22) Manage and administer the maintenance function that ensures maximum life and use of the facility.
- (23) Participate in the function of financial planning for the department which may include assisting in the preparation of the budget.
- (24) Participate in the disbursement of funds to ensure that the department will realize the maximum value educationally and financially in securing supplies, materials, equipment, and services.
- (25) Communicate, through the supervisor, to appropriate district staff, information relating to various problems or events of an unusual nature.
- (26) Coordinate data processing activities as assigned.
- (27) Demonstrate soft skills, professionalism, and flexibility when temporarily reassigned to provide all the aforementioned performance responsibilities to an alternate department at the direction of the Superintendent.
- (28) Perform other duties as assigned.

Operations Administrator on Assignment 12 Month

(Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work is 12 months and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on the evaluation of personnel.

Job Description Supplement Code 5

Salary Lane: Admin. Non-School Based Pay

Lane: AQZ

Approved 05/21/24