

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

DIRECTOR OF OPERATIONS AND SAFETY

QUALIFICATIONS:

- (1) Masters' Degree from an accredited educational institution
- (2) Satisfactory criminal background check and drug screening
- (3) Valid Florida certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal
- (4) Five (5) years successful experience in education including three (3) years in administration and supervision

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of collective bargaining process and related statutory, regulatory and contractual requirements; knowledge of personnel management; knowledge of national, state, and district educational goals and standards; Ability to communicate effectively, both orally and inwriting; Ability to present information effectively to a variety of audiences; Ability to respond to questions from groups, employees, the general public and the media; Ability to collect, analyze and interpret data; Ability to plan, establish priorities, and use time effectively; Ability to use current technology; Ability to handle department budget and finances;

REPORTS TO:

Superintendent of Schools

JOB GOAL:

To provide leadership in the development, implementation, and evaluation of the procedures and processes of the district related to facilities, management, planning, safety and security, and other auxiliary functions.

SUPERVISES:

Food Service, Transportation, Career and Technical Education, Safety and Mental Health, and Facilities.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Direct and coordinate all activities related to the district's Crisis and Emergency Plan
2. Maintain a close working relationship with District and school personnel to ensure information exchange, coordination, and support for the decision-making process and the collection of feedback concerning services.
3. Direct and supervise the development and implementation of district policies and procedures.
4. Assist in district calendar development.
5. Assist in development of start and stop times and dates for programs and schools.
6. Assist in the acquisition of appropriate materials, supplies, services, and equipment.
7. Oversee Professional Development related to the areas of facilities, safety, and security.
8. Oversee the District GED approval process.
9. Oversee and monitor program compliance audits.
10. Oversee the District Work Plan and Five-Year Plan.
11. Oversee the Career and Technical Programs at NFTC.
12. Assist in the development of specifications for new facilities and equipment.
13. Coordinate the School Health Program.
14. Serve as the District Safety Specialist.
15. Use technology effectively.
16. Oversee the administration and completion of the Florida Safe Schools Assessment Tool.
17. Work with the Department of Education and the Office of Safe Schools.

Inter/Intra-Agency Communication and Delivery

18. Respond to inquiries and concerns in a timely manner.
19. Visit schools and participate in the resolution of issues regarding safety and security.
20. Advise the Superintendent and Board Members of relevant issues.
21. Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.

22. Interpret programs, policies, and philosophy of the district to staff, parents and the community.
23. Oversee the district risk management program.
24. Keep Superintendent informed of potential problems or unusual events.
25. Maintain communication with other agencies and school districts to share and receive information about effective practices.
26. Use effective, positive interpersonal communication skills.
27. Coordinate and assist with district safety drills.
28. Serve as liaison with the Florida Department of Health, the county Emergency Operations Center, and the state Emergency Buddy System.

Professional Growth and Improvement

29. Keep informed and disseminate information about current research, trends, and best practices in areas of responsibility.
30. Oversee the development and implementation of in-service education related to areas of responsibility including Youth Mental Health First Aid Training and Options-Based Safety Training.
31. Promote and support professional growth for self and others.
32. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

33. Promote the vision and mission of the district.
34. Develop annual goals and objectives consistent with and in support of district goals and priorities.
35. Review, interpret, and communicate new legislation to ensure that district policies, procedures, and programs meet new requirements.
36. Develop relevant job descriptions.
37. Participate in district planning.
38. Oversee the SESIR process.
39. Participate in Board workshops and meetings.
40. Prepare the department budget and monitor.
41. Serve on district, state or community committees as assigned or appropriate.
42. Represent the district at state and regional functions related to assignments.
43. Assist in the preparation for collective bargaining.
44. Supervise assigned personnel, provide assistance, conduct annual performance appraisals and make recommendations for appropriate employment actions.

Leadership and Strategic Orientation

45. Provide leadership, direction and oversight for policies and procedures.
46. Maintain regular attendance.
47. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services, and evaluation of services provided.
48. Represent the District in a positive and professional manner.
49. Perform other incidental tasks consistent with the goals and objectives of this position.
50. Perform other duties as assigned.

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.

TERMS OF EMPLOYMENT:

Salary and Benefits shall be paid consistently with the District's approved compensation plan; 256 days per year; 8-hour shifts;

EVALUATION:

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

JOB DESCRIPTION SUPPLEMENT:

Job Description Supplement Five (5)

SALARY SCHEDULE:

Administrative Salary Schedule