



Job Title: Executive Director of Operations

Exemption Status: Exempt

Reports to: Deputy Superintendent

Code:

Dept./School: Administration Office

Primary Purpose:

Responsible for the overall management, strategic planning, development, evaluation, and implementation of district maintenance, child nutrition, warehousing, safety and security, transportation, and technology functions.

Qualifications:

Education/Certification:

Bachelor's degree or equivalent experience

Special Knowledge/Skills:

Knowledge of operations management

Ability to interpret data and evaluate maintenance and custodial programs

Ability to manage budget and personnel

Ability to implement policy and procedures

Excellent communication, public relations, and interpersonal skills

Experience:

Minimum of five years experience managing people

Major Responsibilities and Duties:

Operations Management

1. Oversee the management of facilities maintenance, warehouse, child nutrition, safety and security, transportation, and technology operations of the district.
2. Incorporate district-level goals into operational objectives to ensure that students arrive at school and school activities safely and on time; receive nutritious meals; can access technology for educational purposes; and attend school in an environment that is safe, clean, and conducive to learning.
3. Monitor and reevaluate operations departments on an ongoing basis to ensure that district needs are being met in an effective and efficient manner. Implement changes where appropriate.
4. Collaborate with architects and consultants during the design and planning phases of all construction projects to ensure compliance with the district's specifications, design and construction standards, and building programs. Monitor the progress and compliance of ongoing construction projects.
5. Ensure that the necessary time, resources, materials, and technology to support accomplishment of department goals are available.

Policy, Reports, and Law

6. Implement federal and state laws and regulations and local board policy and ensure compliance. Stay abreast of state and federal public policy changes that could impact the district.
7. Compile, maintain, and file all reports, records, and other documents as required.

Budget

8. Develop and administer the department budget based on documented needs and ensure that operations are cost effective and funds are managed prudently.

Communication

9. Ensure that established goals and expectations related to district operations are communicated clearly, consistently, and in a timely manner.

Personnel Management

10. Prepare, review, and revise job descriptions in maintenance, child nutrition, warehouse, safety and security, transportation, and technology departments as needed.
11. Evaluate job performance of employees to ensure effectiveness.
12. Select, train, evaluate, and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal.

Safety

13. Ensure that safety standards are maintained in conformance with federal, state, and insurance regulations and a district-wide preventive safety program is developed and implemented.
14. Follow district safety protocols and emergency procedures.

Other

15. Prepare and deliver written and oral presentations on operational issues to the board. Attend regular meetings of the board.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of maintenance, transportation, warehouse, safety and security, technology, food service supervisors and staff, and operations department.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; 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 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel; occasional outside work with exposure to extreme hot and cold temperatures, dust, noise, vibration, and chemical and electrical hazards

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.