

**OZARK R-VI SCHOOLS  
JOB DESCRIPTION**

**TITLE: EXECUTIVE DIRECTOR OF OPERATIONS**

**QUALIFICATIONS:**

1. Master's Degree or higher
2. Five years or more supervisory or administrative experience. Central Office experience preferred.
3. Such alternatives to the above qualification as the Board may find appropriate and acceptable
4. Applicant should be familiar with procedure of bid laws, labor law and appropriate procurement procedures associated with public organizations
5. Applicant must submit and pass a background check

**REPORTS TO:** Superintendent

**JOB GOAL:** To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations to the superintendent.
2. Coordinate federal, state and local funds to meet the needs of the district programs and reports on the status of district programs and services at the request of the superintendent.
3. Prepares and evaluates board policies as they relate to support staff and makes recommendations to the superintendent.
4. Keep abreast of developments affecting the management of school business operations and provide leadership in determining appropriateness of inclusion in the district's operations.
5. Consults with reporting directors regarding their classified staff's development and evaluation.
6. Oversee and recommend property, casualty and fleet insurance.
7. Supervises transportation, maintenance, food service, custodial and safety and security and emergency services.
8. Regularly inspects buildings and grounds and works with principals.
9. Assist in the planning and development of the district facilities plan.
10. Assists in the preparation of the district operations budget.
11. Direct supervision of new construction and annual capital projects.
12. Coordinate with architects the planning for construction and renovation of facilities.
13. Oversee all bond money expenditures and keep detailed records for all bond projects as required.
14. Attend and participate in community organizations and governmental bodies as a representative of Ozark Schools.
15. Performs such other tasks and assumes such other responsibilities as the superintendent or assistant superintendent may assign.

**TERM OF EMPLOYMENT:** 260 days

**TYPE OF POSITION:** Exempt

**PHYSICAL REQUIREMENTS:** Requires prolonged sitting and standing; requires stooping, bending, reaching and lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long irregular hours; and requires regular and consistent attendance and physical presence at the job.

**EVALUATION:** Superintendent of Schools

**PAYSCALE:** Certified Executive Directors Salary Scale

**APPROVED BY SCHOOL BOARD:** January 16, 2025