

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

550 S Carbon Hill Road
COAL CITY, ILLINOIS 60416-9526

CHRISTOPHER T. SPENCER
Superintendent

JASON SMITH, Chief School Business Official

JENNIFER KENNEY, Director of Curriculum/Instruction

LUKE KRIPPEL, Director of Student Services

www.coalcityschools.org

Building Administration

ARTHUR STAFFORD, Principal
High School 815-634-2396

CAMERON STONE, Principal
Middle School 815-634-5039

TRACY CARLSON, Principal
Intermediate School 815-634-2182

TARYN TROTTER, Principal
Elementary School 815-634-2334

AMANDA DAVIDSON, Principal
Early Childhood Center 815-634-5042

Board of Education

KENNETH P. MILLER, President

QUINT HARMON, Vice-President

CYNTHIA KLEIN, Secretary

DANIEL ENGELHARDT

MATTHEW MELVIN

MINDY RAMPA

RYAN VANDUYNE

District Phone: 815-634-2287

District Fax: 815-634-8775

Job Description

Position	Interim Operations Manager
Building	District Office
FLSA	Exempt
Contract Term	July 1 – November 1, 2026
Hours	Per Policy
License Requirement	None
Supervisor	Superintendent
Rate of Pay	Salaried
Classification	Confidential - IMRF

Position Summary:

To serve in a short-term managerial role at the District, responsible for overseeing the implementation and/or completion of certain pending Business Office and Operations policies and projects.

Qualifications:

1. Master's Degree or higher
2. 5 to 7 years of successful school district Business Office and/or Operations experience

Essential Duties and Responsibilities (Not All Inclusive)

1. Assist with the completion of District capital projects begun and/or executed during the summer of 2026.
2. Assist in the coordination of reopening a District attendance center that was closed during the 2025-2026 school year due to an emergency health and life safety issue.
3. Assist District administrators with transportation-related issues, including bus routing and contract management, to begin the 2026-2027 school year.
4. Assist the Director of Business Services with matters related to the District's 2025-2026 school year audit; as well as other duties associated with onboarding new staff members for the 2026-2027 school year.
5. Assist in training Business Office employees with respect to new Enterprise Resource Planning ("ERP") software.
6. Assist building-level staff with the implementation of new student database management system for the first quarter of the 2026-2027 school year.

It is the Mission of the Coal City Community Unit School District #1 to prepare today's learners for tomorrow's challenges.

Knowledge and Skills

1. Ability to read, analyze, and interpret documents such as correspondence, surveys, and electronic media.
2. Ability to write professional communications.
3. Ability to present information effectively and to respond to questions from individuals and groups.
4. Ability to establish and maintain effective working relationships with staff members.
5. Ability to communicate clearly and concisely, both orally and in written form.
6. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
7. Ability to maintain current job skills as directed, especially in technology-related activities.
8. Ability to perform essential duties with an awareness of District requirements and Board of Education policies.

Physical Demands and Work Environment

1. The physical demands described herein represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to sit and talk or hear.
3. The employee is frequently required to stand, walk, operate computer equipment; reach with hands and arms; and will frequently repeat actions with the same hand, arm, or finger motion such as when typing.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. The employee may occasionally lift up to 30 pounds.
6. The noise level in the work environment is usually moderate.
7. The pace of work tasks would be considered as fast.
8. Work is usually conducted at one job site (i.e., the District Office); however, on occasion; this employee will be required to attend meetings, conferences, or workshops and events at other sites as assigned.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description may be reviewed periodically as duties and responsibilities change with business necessity and Board of Education policy and procedures. Essential and marginal job functions are subject to modification.