Position: Associate Superintendent - Operational Services	FLSA: Exempt	Work Days: 223
Reports to: Superintendent or Designee	Salary: Contracted Management Salary Schedule	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Associate Superintendent - Operational Services provides executive leadership and oversight of two major District service divisions: the HEART (Health, Enrollment, Attendance, Resources, and Translation) Department and the Facilities and Strategic Planning Department, as well as Maintenance, Operations & Transportation (MOT). This position works to align District systems that are integrated, accessible, and responsive to the needs of students, families, and the community, while also leading long-range facilities planning, capital construction, modernization, and real estate functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Provide executive leadership and oversight of the HEART Department, MOT, and the Facilities and Strategic Planning Department.
- Oversee the HEART Department to maintain accessible, coordinated, and supportive services for students and families, including enrollment, attendance, health and nutrition support, transportation coordination, and translation services.
- Oversee the MOT Department to maintain accessible, coordinated, and supportive services for schools, students and families, including maintenance, grounds, and transportation services.
- Oversee Facilities and Strategic Planning as the District's liaison with public and private sector partners for all planning, design, and construction project management activities.
- Direct needs analysis, criteria development, planning, contract negotiation, and project oversight for all new construction, modernization, and replacement of District facilities.
- Oversee planning, procurement, contract negotiation, and installation oversight for all District relocatable classrooms.
- Direct site identification, needs analysis, contract negotiation, and oversight for the acquisition and/or disposal of District real-property.
- Oversee implementation and administration of development impact fees and community use of school facilities programs.
- Maintain compliance with all applicable federal, state, and local laws, regulations, and Board policies related to assigned areas.
- Coordinate with internal departments, public agencies, and private partners to ensure effective project delivery and service integration.
- Prepare and present reports, analyses, and recommendations to the Superintendent and Board of Trustees.
- Support long-range strategic planning efforts related to facilities, enrollment, and student support systems.
- May provide oversight of facilities planning, including modernization, renovation, new construction, and site acquisition projects.

- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a Master’s degree from an accredited college or university with major course work in education administration, public administration, business administration, facilities management, urban planning, or a related field.
- Experience: Seven years of increasingly responsible experience in public education or public agency administration, including at least five years in senior leadership roles (e.g., Director, Executive Director, Assistant Superintendent, or equivalent) with responsibility for large-scale operational systems, facilities planning and construction, and/or student support service divisions.

LICENSES AND CERTIFICATES

- Valid California driver’s license required