

JOB TITLE: SCHOOL OPERATIONS MANAGER**BASIC FUNCTION**

Under direction, to plan, coordinate and supervise the management of operational aspects at a comprehensive high school, including the facilities, equipment and grounds; to plan, organize and coordinate the budget development and expenditure control processes; as well as the inventory control and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Confers with a variety of school and District personnel relative to the maintenance, care and cleaning of school facilities, facility use, the assignment of personnel, and the preparation of operational schedules and calendars.
- Reviews and inspects the school facility to ensure against safety hazards, and to ensure that a standard of cleanliness and preventative maintenance is followed.
- Arranges for, trains, and instructs substitute personnel in the facility cleaning and maintenance functions.
- Coordinates the requisition, ordering, storage and distribution of supplies, materials and equipment, and maintains an information management, storage and retrieval system to ensure adherence to inventory and expenditure control guidelines and procedures.
- Assists in the planning, development, and implementation of orientation and training programs for the school operational personnel.
- Plans, schedules, and coordinates the long-range facility maintenance and cleaning programs.
- Plans, develops and implements effective facility security and safety measures, emergency planning, and compiles data and prepares reports concerning vandalism, theft and safety related matters.
- Assists with the development, organization, and monitoring of the student body and school operational budget and may compile data and prepare reports.
- Evaluates the performance of the school operations staff and other assigned employees.
- Serves as a liaison to community groups using District facilities.
- Serves as the school safety officer and manages the school emergency and disaster plans.
- May assist with the student supervision program and supervise the school security staff.
- Works with private agencies as well as city and governmental bodies.
- Coordinates the master school and facility calendar.

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Knowledge of:

- Methods, techniques and procedures utilized in a facility operation program, including budget development, building and grounds cleaning and maintenance.
- Principles, methods, and procedures of organization, supervision, and employee motivation.
- Requirements for maintaining a large facility such as a comprehensive high school in a safe, clean, and sanitary condition.
- Safe working methods and procedures.
- Principles of management, public relations and personnel administration.

Ability to:

- Establish and maintain cooperative working relationships.
- Understand and carry out oral and written directions.
- Maintain a variety of files and records, and prepare and present clear and concise reports.
- Plan, organize, coordinate, and supervise a comprehensive facility cleaning, ground and building maintenance, food service, student body budgetary operational processes.
- Supervise and direct the work of others.

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- Estimate accurately time, materials, and personnel requirements needed in the operation of a comprehensive high school operation management process.
- Communicate effectively in oral and written form.
- Speak clearly and concisely.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical activities that this position classification must perform in carrying out the essential job functions.

- Persons performing service in this position classification may occasionally be required to exert 50 to 70 pounds of force, to carry, push, pull or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps. It will involve walking or standing for extended periods of time as well as the manual dexterity to handle items, operate computers and other types of office and school equipment.
- Perceiving the nature of sound, near and far vision, visual acuity, depth perception, providing and responding to oral information and handle and work with various materials are important aspects of this position.
- Exposure to hot, cold, wet, humid, or windy conditions caused by the weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this position.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of experience in the management of a large facility or installation operational processes.

Education:

Equivalent to the completion of an Associate of Arts or higher degree, supplemented by coursework or training in organization and supervision, budget development, accounting, operational methods and procedures, or other related areas.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT

- Insurability by the District's liability insurance carrier.