

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **DIRECTOR OF OPERATIONS**

SUPERVISOR: Superintendent / Business Manager

PAYMENT RATE: Established by the Board of Education

CLASSIFICATION: Exempt

QUALIFICATIONS:

1. Bachelors degree from an accredited college or university.
2. Supervisory experience in the area of facility management.
3. Must have valid Kansas driver's license
4. Demonstrated ability to effectively organize and communicate verbally and in writing.
5. Ability to read blueprints.
6. Maintain current TB testing as required by Health Department regulations

ESSENTIAL FUNCTIONS:

1. Coordinate the recruitment, supervision, and evaluations of Director of Buildings and Director of Grounds to ensure an efficient and effective Operations Department workforce.
2. Provide leadership, administration, and coordination of facility planning, inspection, maintenance, construction, custodial, and transportation services to ensure safe facilities and pupil transportation.
3. Administer the budgets and purchases for Transportation, Maintenance, Custodial, Grounds, and Capital Outlay to assure that funding is efficiently utilized.
4. Communicate with school district administrators, staff, Board of Education members, community agencies, and the community regarding Operations Department functions for the purpose of educating them about school facilities and pupil transportation matters.
5. Facilitate the development and implementation of safety training for Operations Department staff in order that we have safe schools and a safe workforce.
6. Coordinate the development of facility and transportation bid specifications and lease agreements to assure the BOE policies, procedures, and laws are followed.
7. Advise the Superintendent of weather, facility, and transportation emergencies so that our school district will be safe and secure.
8. Serve on call seven days a week, 24 hours and day to supervise and coordinate the school district's response to emergencies.
9. Be an active member of the District Leadership Cadre to keep all members abreast of information and issues involving the Operations department.
10. Provide support as needed to the Director of Buildings and Director of Grounds to ensure a cohesive team unit.
11. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
12. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 11/10/2014