

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **EXECUTIVE DIRECTOR OF OPERATIONS**

SUPERVISOR: Assistant Superintendent of Business and Finance

PAYMENT RATE: Annual salary to be determined by the Board of Education

QUALIFICATIONS:

1. Bachelors degree from an accredited college or university.
2. Supervisory experience in the area of facility management.
3. Valid Kansas driver's license.
4. Maintain current TB testing as required by Health Department regulations (after employment offer is made).
5. Demonstrate the ability to effectively organize and communicate verbally and in writing

ESSENTIAL FUNCTIONS:

1. Coordinate the recruitment, supervision, and evaluations of Transportation, Maintenance, Custodial, and Energy Management personnel to ensure an efficient and effective Operations Department workforce.
2. Provide leadership, administration, and coordination of facility planning, inspection, maintenance, construction, energy management, custodial, and transportation services to ensure safe facilities and pupil transportation.
3. Administer the budgets and purchases for Transportation, Maintenance, Custodial, Energy Management, 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 a day for school district emergency response to supervise and coordinate the school districts response to emergencies.
9. 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.
10. 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 mobility, dexterity, strength and visual acuity to meet system needs.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

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

APPROVED: 4/10/2015