



Executive Director of Operations

FLSA Status:

Exempt

Qualifications:

Bachelor's Degree required.

Master's degree preferred.

Certification and Licenses:

Missouri State Teaching Certificate or such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Experience:

Minimum of three (3) years of experience in operations management, administrative or central office leadership, experience developing and managing process and budgets, excellent organizational and communication skills, experience with forecasting and metrics. Desire to continue career improvement by enhancing skills and job performance.

Clearances:

Criminal Justice

Fingerprint/Background

Clearance

Salary Schedule:

Administrative Salary Schedule

Reports to

Deputy Superintendent

Terms of Employment

260 days, salary and work year to be established by the Board of Education. Benefits according to Board policies.

Purpose Statement

Manage all aspects of the school district operations to meet established objectives to include strategic planning, leadership, implementation and supervision of:

- Athletics & extracurricular activities
- Attendance boundaries
- Capital improvement planning
- Classified human resources
- Construction services
- Energy management
- Facility master planning
- Facility operations (custodial, grounds, maintenance)
- Food service operations

- Growth management
- Safety & security master planning and operations
- School closure process
- Transportation services

Essential Job Functions

- Lead, supervise and monitor to ensure effective strategic planning, evaluation, budgeting, professional development and operational procedures of the above mentioned departments, programs and services
- Solicit and procure bids for construction, repair and maintenance in accordance with law and Board policy, and make recommendations to the Board regarding those bids
- Solicit and procure bids for District purchases and services in accordance with law and Board policy, and make purchasing recommendations to the Board
- Contribute to the implementation of the District vision, mission and values emphasizing programs and services that support and enhance quality learning environments
- Work collaboratively with building administrators and supervisors to ensure safe and successful emergency planning utilizing school safety best practice and effective problem solving
- Maintain records and comply with all applicable legal and policy requirements
- Lead and monitor before and after school child care contracts, programs and services
- Participate in the development and periodic reviews of pupil transportation operational rules, regulations, budget and procedures
- Develop and implement school closure decision making framework
- Lead process to create, monitor, and implement school attendance boundaries
- Assist in the planning, directing or coordinating of repairs, renovation and restoration of buildings & grounds for the district
- Work with Director of Technology to plan and maintain District communication infrastructure
- Lead and monitor building custodian, grounds and maintenance services (supplies, equipment and scheduling) to best serve the needs of the District
- Manage and monitor all facility use agreements and facility use scheduling
- Manage and lead department personnel functions (interviewing, hiring, evaluation, supervision, discipline, transfers, professional development, etc) for the purpose of maintaining adequate staffing while enhancing the department productivity
- Maintain effective communication with district administrators, staff, students, parents, and community members to support and enhance organizational success
- Research a variety of topics for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, acting, and/or responding to requests
- Prepare a variety of written materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information
- Consistent and regular attendance is an essential function of this position
- Ability to effectively implement the vision and mission of the District with a high level of customer services

OTHER JOB FUNCTIONS:

- Participate in professional conferences, in-service sessions, etc. to keep up to date on current practices
- Attend and present at Board meetings, and preside over other meetings as the superintendent designates
- Prepare drafts of Board policies, administrative rules, and status reports for the superintendent's review and action
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and display behavior for a healthy and professional work setting
- Demonstrate effective and productive human relations and communication skills
- Comply with best practice safety procedures
- Comply with all District rules, regulations, and policies
- Perform other tasks and responsibilities as the superintendent may assign

Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities and be able to communicate in noisy environments such as construction sites.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office/school environment. but this employee will occasionally be required to work outside in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.