

## **DIRECTOR OF OPERATIONS & TRANSPORTATION**

**Qualifications: Kentucky Teacher Certification**

**Salary commensurate to rank and experience/ 245 day/ supervisory factor**

**Reports to Superintendent of Spencer County Public Schools**

**Serves as supervisor for Transportation and Food Service Departments. Coordinate and facilitate all required and essential training for cafeteria and transportation personnel; process annual performance evaluations. Review, screen and interview applications for vacancies of positions within realm of responsibility.**

**Serves as District Web-site Coordinator**

**Attend all local and state meetings/conferences required for Food Service Program.**

**Shall participate in all Food Service program reviews required by State and Federal officials.**

**Assist and facilitate the instructional phase of the Nutrition Plan and Program for the District.**

**The Food Service Director shall prepare specifications for bid items, tabulate the bids, and make recommendations to the Superintendent on accepting or rejecting any or all of the bids. The Food Service Director shall assist other school officials with the bid process concerning large equipment.**

**Responsible for completing local, State, and federal applications and reports concerning the food service program. Local refers to district-wide, not school based.**

**Review request for purchases of new and replacement equipment and advise concerning purchase procedures, fund availability, and usefulness of the product. The purchase of any item requiring a bid shall be discussed with the Superintendent before advertising for bids.**

**Shall participate in all reviews of the program by State and Federal officials; shall coordinate the Accumulative and Verification processes.**

**Shall stay abreast of all modern educational and school operations trends, theories, and practices by visiting school systems; attending educational conferences, reviewing pertinent literature, legislation and regulations.**

**Shall oversee the operation of cafeteria and transportation departments of the district.**

**Assist in the development of longer term comprehensive planning for the district.**

**Advise the Superintendent on the need of new and/or revised policies and assist in the implementation of all policies.**

**Will serve as Model Procurement Administrator for the District.**

**Provide bidding for the District utilizing the model procurement plan.**

**Schedule bid patterns for the district in all areas of need including but not limited to insurances, instructional and custodial supplies, hardwares, software (not on State KETS or State Contract) food service, gas, diesel, furniture, and other areas not serviced by the OVEC District or state contracts.**

**Assure purchase order process is adhered to in purchasing needed district items.**

**Perform all other duties as assigned by the Superintendent.**