

SR. DIRECTOR OF OPERATIONS AND SUPPORT

- TITLE:** Sr. Director of Operations and Support
- REPORTS TO:** Superintendent
- SUPERVISES:** Director of Technology; Director of Transportation; Director of Child Nutrition; Director of Warehouse and Purchasing; Director of Risk Management and Safety; Director of Facility Design and Construction; Director of Operations; Director of Maintenance; Administrative Assistant for Sr. Director of Operations and Support
- JOB FUNCTION:** Serves as the executive director and provides administrative leadership for the management of the Operations and Support division. Oversees the planning, development, assessment and improvement of operational services and administrative programs, including non-instructional projects. Assists the Superintendent in promoting overall efficiency and maximizing of operational and administrative services to ensure a positive, well-maintained learning and work environment that supports the educational process and facilitates student achievement. Responsible for the formulation and implementation of District policies and programs related to Technology, Transportation, Warehouse and Purchasing, Risk Management and Safety, Facility Design and Construction, Maintenance, Operations and Child Nutrition. Serve as the principal advisor to the Board of Education and the Superintendent in matters related to non-instructional areas of the District.

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DUTIES AND RESPONSIBILITIES:

- Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations and Fayette County Public Schools policies, and procedures relating to non-instructional operations and programs.
- Manages the process in planning, developing, reviewing, presenting and monitoring the capital and operating budgets for reporting departments.
- Directs and provide oversight for the operations of risk management, child nutrition, transportation, technology, purchasing, maintenance, operations, and facility design and construction and other non-instructional projects to ensure successful fiscal practices and the integration of shared business processes.
- Provides leadership and expertise in forming, guiding, advising, and evaluating all appropriate district-level administrators.
- Models collaborative planning and shared decision-making.
- Administers operations related to the procurement and distribution of equipment, supplies and instructional materials with vendors and consultants and develop procedures for purchasing goods and services for the district in accordance with the Model Procurement code.
- Monitor and evaluate the construction process in terms of bonding, capital outlay, facilities planning and renovation. Acts as the Superintendent's designee on the Local Planning Committee, a committee of the Fayette County Board of Education that researches and recommends facilities projects for the District.
- Oversees the District's Pupil Transportation Program that includes scheduled and unscheduled maintenance for the fleet, vehicle replacement, operator training, establishment of routes and stops, and pick-up/drop-off times.
- Oversees the District's Child Nutrition Program to include menu selection, meal production planning and scheduling, procurement, adherence to

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- nutrition and sanitation regulations and requirements. Ensures that the Child Nutrition Program operates as a self-supporting enterprise fund.
- Oversees the District's Risk Management and Safety Program that includes protection of District assets, emergency/disaster preparedness, safety in the workplace, hazardous materials handling, accident prevention, indoor air quality and training against health risks.
 - Oversees the District's Technology Department which is responsible for development and implementation of systems to include an intermediate and long-range planning for acquisition, installation and maintenance of technology, as well as establishment and maintenance of a district-wide business continuation plan. Manage overall use and implementation of technology.
 - Administers training of certificated administrators in the area of operational functions.
 - Serves as a member of Superintendent's Cabinet. Attends all board meetings and provides input, when requested by the Superintendent, related to programs and support services to the Board and the public.
 - Serves as superintendent's designee in hearing grievances as outlined in the grievance procedure.
 - Serves as the District representative to various boards and organizations on behalf of the Superintendent.
 - Performs other duties as assigned
 - Maintains regular attendance.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

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EDUCATION AND EXPERIENCE:

- Bachelor's Degree Required
- Master's Degree in business administration, logistical management, systems management, engineering or a related field (preferred)
- A minimum of 5 years experience in financial management or facilities management, or a combination thereof (preferred)

Original Date: _____

Revision Date: 06/2008

Revision Date: 07/2012

Revision Date: 07/2015