BOONE COUNTY SCHOOLS

# JOB DESCRIPTION

TITLE: **Assistant Superintendent Operations**

QUALIFICATIONS: 1. Holds, is eligible for, a valid Kentucky Certificate for Superintendent

1. Has at least three years of successful teaching experience
2. Has demonstrated ability to communicate effectively with students, staff, parents, and community

REPORTS TO: Deputy Superintendent/ Chief Operations Officer

JOB GOAL: Assist the Deputy Superintendent / Chief Operations Officer in the overall administration of operations and support functions for all facilities, resources and related community partnerships that support the learning environment.

PERFORMANCE

RESPONSIBILITIES:

1.\* Assist the Directors of Facilities Maintenance, Food Service, Transportation and the Manager Network Systems in the day to day oversight of these support operations.

2.\* Review all operations related policies at least annually and recommend changes/updates to the Deputy Superintendent/Chief Operations Officer

3.\* Provide leadership in all aspects of developing and periodically evaluating and updating a district plan for data, research, and technology

4.\* Partner with the Boone County Sheriff’s Department and the District Safety Coordinator to develop, implement and continually assess the Boone County Schools’ Safety Plan

5.\* Review and investigate Expressed Concerns and follow established procedures for rectifying such concerns.

6.\* Assist the Deputy Superintendent/Chief Operations Officer in collaborating with all community and state agencies to provide an appropriate learning environment in the classroom.

7.\* Complete annual evaluations for persons working under his/her supervision

8.\* Prepare statistical studies to determine cost analysis of and utilization of District Services as directed

9.\* Perform other duties consistent with the position assigned as may be requested by the Deputy Superintendent/Chief Operating Officer

\*Essential functions of the position.

Terms of Employment:

* Salary
* 12 months (242 days)
* Board approved: Proposed