

POSITION: **ASSISTANT SUPERINTENDENT OF OPERATIONS**

POSITION SUMMARY: To direct and supervise the development, implementation, and coordination of all phases of the District's operational systems; Assist with improvement of instructional programs throughout the district.

QUALIFICATIONS: Kentucky Certification for School Superintendent; three to five years upper level school or district level administrative experience.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

- Plans, directs and reviews the staff and activities of the divisions, departments and staff assigned to Operational Services
- Maintains the operational affairs of the School District according to the manner prescribed by Kentucky Board of Education, Kentucky Statutes, School Board Policies and other applicable procedures and guidelines
- Participates in the development and implementation of operational plans to support the goals of the District
- Supervises the operations of, Facilities Planning, Construction, Facilities Management, Transportation, Security and Environmental Safety, Food Service and Pupil Personnel
- Directs administrative productivity and systems studies; evaluates and prepares reports and recommendations for improving the operational services of the District
- Reviews legislation and represents the School Board on legislative issues dealing with school operations
- Develops and recommends policies, procedures and interpretative memoranda relative to the operational affairs of the District
- Researches and develops recommendations related to the operational affairs of the district, operational stability of the District
- Provides overview and support for the development of the Five, Ten and Twenty Year Capital Outlay Plan
- Prepares operational related agenda items for School Board Meetings, disseminates information and completes follow-up on such items after Board actions

- Recommends, supervises and evaluates Directors and Coordinators within division, and assigned administrative and clerical staff; establishes and monitors employee performance objectives; and recommends staff development, promotion and termination
- Serves on committees and task forces and disseminates information through prepared text and verbal presentations
- Attends all School Board meetings unless excused by the Superintendent
- Serves as a member of the Superintendent's Leadership Team
- Acts for the Superintendent in his/her absence and within the District and at various meetings, conferences, and functions as required
- Assists with assigned unit of curriculum and improvement of instructional programs throughout the district in coordination with the Chief Instructional Officer
- Assumes any other duties as may from time to time be delegated by the Superintendent and the Superintendent may make any adjustment in the scope of the responsibilities as outlined above which will be in the best interest of the District

TERMS OF EMPLOYMENT:

238-days 1.40 administrative index, with salary determined by the adopted teacher's and administrative salary schedules of the Christian County Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Board Approval: