

TITLE: Director of Operations

QUALIFICATIONS: Bachelor's Degree and five plus years of successful experience managing or directing the business/facilities operations of a school or district. Professional Certificate for Instructional Leadership preferred..

REPORTS TO: Superintendent

JOB GOAL: Organize, plan, direct and implement operations and activities involved in facilities maintenance, purchasing, work collaboratively with building and district personnel to assure that each area of responsibility operates in accordance with applicable laws, codes, regulations and policies. Create and implement preventive maintenance programs. Analyze situations accurately and adopt an effective course of action. Coordinate and disseminate information.

PERFORMANCE RESPONSIBILITIES:

Serves as the primary contact to manage operational tasks, including after hours

Recruits, hires, trains, and supervises administrative and maintenance staff assigned to Operations department, as well as assist building level administration with the hiring and training of building custodial staff.

Develops and prepares work schedules; review maintenance reports and work orders; prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations; coordinate responses to emergency calls.

Follows up on maintenance and service procedures to assure compliance with established standards, policies and procedures.

Oversees the LPC/DFP – development through implementation; responsible for all construction/project management jobs within district

Serves as the KDE liaison for facilities and other coordination as appropriate

Participates in the establishment and implementation of an on-going systematic inspection and preventive maintenance program for necessary equipment including all building envelope and infrastructure.

Communicates with vendors, contractors and inspectors regarding maintenance operations and activities, materials, specifications, scheduling and district policies and procedures.

Develops and oversees a coordinated plan for snow and ice removal which allows district facilities to operate during inclement weather. Coordinate and supervise district and school personnel in the performance of these duties and communicate with the superintendent on any conditions that may inhibit normal district operations.

Oversees the bidding and RFP processes whenever required to ensure that comparative prices and quotations are obtained and the school district obtains value and quality for its expenditures in a cost-effective manner.

Establishes, monitors, and manages all safety and risk management policies, procedures and practices for the purpose of ensure a safe environment for employees and students in their use of school facilities and transportation, and to comply with legal requirements (e.g. Workers' Compensation).

Maintains appropriate levels of insurance to protect school district property and potential liabilities.

Determines proper sources of supply; perform or delegate buying assignments, conduct bid openings and award or recommend awarding of purchase contracts.

Approves purchase orders and invoices for payment that are related to specific areas of responsibility.

Recommends improved procedures and policies; provide information as necessary in support of budget preparation for operations/facilities.

Implements the district's policies and procedures which allow community use of facilities.

Develops and supervises a program which allows community members that qualify as Priority 1 users to have dedicated access to school facilities based upon their rental schedule.

Performs related duties as assigned.

TERMS OF EMPLOYMENT: Contract year will be for 230 days and will include all benefits and requirements of other full-time administrative personnel.

EVALUATION: Evaluation of the performance of this job will be based on a combination of self evaluation and supervisor's evaluation according to the procedures developed for all district personnel.