

JOB DESCRIPTION

TITLE

Director of Operations

POSITION TYPE

Exempt

PRIMARY FUNCTION

The Director of Operations establishes objectives and strategies to properly direct all operations and maintenance of school division buildings, grounds, wastewater facilities and equipment so that full educational use can be maintained at all times. Additionally, this position is responsible for overseeing the transportation, food services and technology departments.

MINIMUM QUALIFICATIONS

- Minimum Bachelor's Degree in business management, education or related field required
- Experience in operations and capital project management preferred
- Valid Virginia CDL preferred
- Ability to prepare analytical and management reports for school board facilities and wastewater management, department budgets and information for all state and federal reviews
- Effective written and verbal communication skills
- Ability to multitask and manage multiple projects at the same time

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated professional knowledge with a public school system necessary for working effectively with school personnel, members of the community, local government departments and state agencies.
- Considerable knowledge of contemporary trends and issues in school administration and facilities management.
- Ability to establish and maintain effective working relationships with school and county officials, the public, co-workers and other division personnel.
- Possess knowledge and skills to effectively monitor, maintain and trouble shoot wastewater facilities to ensure compliance with all federal and state regulations pertaining underground water systems.
- Considerable knowledge of athletics and Virginia High School regulations regarding facilities.
- Ability to consistently enforce procedures, policies and regulations in a firm and fair manner
- Possess strong technology skills
- Ability to estimate time and materials for all short and long-term repairs/replacement projects.
- Ability to understand, communicate and consistently apply School Board Policies and Procedures.
- Serves as a role model

REPORTS TO

Superintendent

PERFORMANCE RESPONSIBILITIES

- Oversees all activities related to the division's building and grounds, wastewater facilities, equipment, transportation, food services and technology department.
- Supervises and annually evaluates the Food Service and Transportation Coordinators, Lead Automotive and Bus Mechanics.
- Provides input into the evaluations for all transportation and food service personnel.
- Establishes and oversees all budgeting, procurement and purchase order requirements for maintenance, transportation/bus garage, food service and technology.
- Collaborates with the Manager of Transportation to ensure that all driver and route assignments, field trips, transportation data, driver and assistant contracts, fuel usage reports, driver annual evaluations, training and safety drills and bus maintenance are monitored and completed with efficiency
- Partners with Charles City County administrative offices to coordinate all bus garage procurement, workflow and management to ensure fleet maintenance is timely and efficient and that all repair projects and mechanical work is complete
- Coordinates the division's technology resources and works collaboratively with the Director of Teaching, Learning and Accountability and Instructional Technology Resource Teacher (ITRT) to ensure that all technology resources to support student learning and achievement are operational and maintained
- Plans, organizes, coordinates and directs all activities of technology support personnel for information systems, telecommunications, network and multimedia distribution systems, including systems analysis, computer programming, hardware maintenance and systems operations
- Collaborates with food services personnel to prepare annual food service budget, implement and maintain efficient procedures in the buying and purchasing of food and supplies, and the regular inspection of food service operations at regular intervals, including procedures and equipment.
- Ensures compliance with all federal free and reduced lunch requirements, vendor operations and evaluations/needs assessments data for ongoing food and service quality
- Oversees and ensures that all menus comply with state and federal guidelines, all reports and state/federal inspections are completed and submitted accurately and all food service staff receive necessary training for effective and efficient food service operation
- Provides supervision of custodial services to assess building cleanliness, provide training and development to custodial workers and ensure that all supplies, cleaning equipment and rotational schedules guarantee high standards of building cleanliness
- Monitors and manages maintenance staff to ensure progress and completion of all Capital Improvement Plan (CIP) projects to ensure that all safety inspections, maintenance records and daily operations are completed efficiently and effectively
- Ensures that all equipment, professional development, facility needs and department work, purchasing and operations support the strategic plan for the school division and enhance/increase student learning, health and wellness
- Responds to all emergencies affecting schools and School Board property.
- Verifies compliance with fire prevention and emergency procedures
- Plans and directs preventative maintenance program.
- Maintain effective operations to conserve resources and overall costs.
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Twelve months a year. Salary according to School Board Pay Plan.

EVALUATION

Performance of this job will be evaluated by the Superintendent in accordance with School Board Policy and administrative regulations.

APPROVED BY SUPERINTENDENT

5/18 (Updated 7/15/19)

JOB DESCRIPTION PREPARED BY:

Director of Human Resources

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification and is subject to change. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): _____

Signature: _____

Date: _____

Charles City County School Board ("School Board") is an equal opportunity employer, committed to discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.