

EAST FELICIANA PARISH SCHOOLS

POSITION DESCRIPTION

Job Title: Supervisor of Operational Services
Department: Operational Services
Location: Central Administration
Reports To: Superintendent

Job Summary

Under the supervision of the Superintendent, the Operations and Ancillary Services Supervisor plans, budgets, supervises, implements, and evaluates maintenance and operations services, transportation services and technological services for the district.

Essential Duties and Responsibilities

Maintenance Department Responsibilities:

- Serves as a member of the Superintendent's District Leadership Team (DLT)
- Ensures the EFPSB facilities are used and operated compliant with local, state, and federal laws and regulations
- Supervises the planning, scheduling, and implementation of repairs and/or replacement to all district building, grounds and equipment
- Directs the supervision of maintenance and janitorial services at school sites and the central office
- Prepares and manages the annual budget for facilities and grounds maintenance services
- Supervises district construction, remodeling and repair projects for the purpose of ensuring proper installation, adhering to required code specifications.
- Develops plans in concert with school site leaders to ensure facilities are operated in a manner that minimizes operational costs
- Regularly inspects the mechanical, electrical, plumbing, and security systems in district facilities and ensures the systems remain in good repair and safe condition.
- Reviews specifications, contracts and bid documents for accuracy
- Monitors and prepares annual evaluations of maintenance services and contract compliance, provide reports to the Superintendent, and make recommendations based on contract performance
- Directs the training of maintenance and custodial employees and assists in evaluating their performance
- Ensures the district's compliance with all state and federal guidelines regarding the Americans with Disabilities Act, Asbestos removal, Fire and Safety Codes, and FEMA requirements
- Serves as the EFPSB liaison to local and state facility regulatory officials
- Prepares reports and maintains records as required
- Assume leadership in the development of policies, procedures and practices for the

Maintenance Department

- Coordinates efforts of various school district personnel with other agencies in the event of emergencies and natural disasters
- Performs other duties as required

Transportation Department Responsibilities:

- Plans, organizes and directs pupil transportation, vehicle maintenance and vehicular inspections for the district.
- Ensures that all state laws and regulations regarding school transportation are strictly adhered to
- Directs routing and scheduling of buses, reviews bus stop locations for safety and efficiency
- Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety
- Prepares and manages the Transportation budget
- Recruits, trains and supervises all transportation personnel; makes recommendations on their employment, transfer, promotion, and release
- Ensures that all bus drivers are certified by the Louisiana Department of Safety
- Develops and administers a transportation program to meet all the requirements of the daily instructional program and extra-curricular activities
- Investigates and reports accidents and other problems associated with the transportation of students
- Acts as a liaison with parents for complaints and special requests.
- Plans, develops and implements a staff development program for all transportation employees
- Advises the Superintendent on road hazards regarding a decision on school closing during inclement weather
- Submits all report in a timely manner
- Performs other duties as required

Technology Department Responsibilities:

- Diagnose problems and effect service and repair for all types of technology-related equipment, including but not limited to computers, printers, monitors, modems, scanners, overhead projectors, and the voice/data/video wires, required for this equipment.
- Use equipment, tools and software designed for testing and problem-solving diagnosis
- Use various hand and power tools
- Test equipment for operational capacity in the field
- Repair faculty equipment or arrange for its repair
- Check, identify, transport, assemble and install technology equipment
- Test diagnose, repair and install wiring, cables, terminators and jacks required for appropriate use of technology equipment
- Test, diagnose, repair and install antenna and other electronic transmitting/receiving devices

- Install technology equipment onto cart, cabinets, walls or ceilings, making modifications as needed
- Maintain service manuals, test instruments and tools.
- Design, fabricate, assemble, and install hardware for securing components for safety and theft purposes
- Complete work orders and maintain inventory database or other records to track technology equipment
- Track equipment warranties and work with vendors as required arranging warranty service
- Attend and participate in staff meetings, workshops, conferences and classes as required
- Trains and directs helpers and technology maintenance workers as assigned
- May be required to operate district vehicles in the performance of assigned duties
- Perform other duties as required
- Provides leadership for short and long-range planning for all technology maintenance initiatives, visions, goals, program objectives, strategies, activities, infrastructure, staffing, training, evaluation, and budgeting
- Facilitates the successful operation and management of the district's web site, communication networks, and related infrastructures
- Prepares budget proposals and budget revisions for applicable programs.
- Prepares district technology plan
- Coordinates the development and maintenance of data systems, attendance, grade reporting, and scheduling systems
- Assists technology support personnel, principals and district personnel in resolving problems associated with technology service, support, and ordering
- Ensure compliance with ERATE and CIPA guidelines
- Works with the school administrative team, contractors, and technology coordinators to support, review and update acceptable use policies and procedures for employee and student use of the Internet
- Serves as a system contact for all technology-related communication
- Acts as a liaison between the School Board and State Department of Education relative to design areas, programs or committees
- Attends professional meetings, conferences and conventions to stay abreast of current educational trends, programs and practices

Supervisory Responsibilities

The Operation and Ancillary Services Supervisor supervises all staff in the Maintenance Department, and Transportation Department.

Qualifications

A. Education and Experience

A Master's degree from a regionally accredited institution is required.

A minimum of ten (10) years of experience working in a school district is required.

B. Certifications Required

Louisiana teacher certification is required and also certification in Educational Leadership/Supervision of Instruction.

Work Environment

Listed below are key points regarding environmental demands and the work environment of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc.) part of the day.
- Required to exert physical effort in handling objects less than 30 pounds occasionally.
- Required to be exposed to physical occupational risks (such as cuts, burns, exposure to toxic chemicals, etc.) rarely.
- Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements occasionally.
- Normal setting for the job is an office/school/construction site

TERMS OF EMPLOYMENT: Twelve (12) Months

FUNDING SOURCE: General Fund

EVALUATION: This position shall be evaluated in accordance with East Feliciana Parish School Board Policy.

APPROVED BY: East Feliciana Parish School Board

REVIEWED AND AGREED TO: _____
(Signature of Employee)

APPROVED BY: _____
(Signature of HR Director)

APPROVED BY: _____
(Signature of Superintendent)