



## JOB DESCRIPTION

<b>POSITION TITLE:</b> Assistant Superintendent of Operations/HR/Business
<b>DEPARTMENT:</b> Central Office
<b>WORK DAYS:</b> 240 Days
<b>REPORTS TO:</b> Superintendent
<b>Salary:</b> Set Annually by the Superintendent
<b>JOB SUMMARY:</b> To assist the Superintendent in providing comprehensive leadership for operational services with an emphasis on transportation, food services, human resource, budget, safety/security, technology, communications, and maintenance.

### QUALIFICATIONS:

<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- A minimum of a Specialist degree or higher</li> <li>- Certification/License Required: Leadership</li> <li>- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- At least five years of experience in K–12 education classrooms is preferred.</li> <li>- At least five years of School Leadership (Principal) preferred.</li> </ul>
<p><b>Skills, Knowledge, Abilities:</b></p> <ul style="list-style-type: none"> <li>- <b>Communication Skills:</b> Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.</li> <li>- <b>Leadership Ability:</b> Must be able to articulate the vision and mission for the district and provide appropriate direction, guidance, and management skills to achieve them.</li> <li>- <b>Mathematics Skills:</b> Must have the ability to work with basic mathematical and computational concepts.</li> <li>- <b>Reasoning Ability:</b> Must be able to define problems, collect data, establish facts, and draw valid conclusions.</li> <li>- <b>Technology Skills:</b> Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.</li> </ul>

### MAJOR RESPONSIBILITIES:

- To serve as a member of the Superintendent’s Executive Cabinet
- To assist in the preparation and administration of the District operation and capital improvement budgets
- To develop appropriate board agenda items pertaining to areas of responsibility
- To provide leadership for division responsibilities of Transportation, Food Services, Human Resources, Finance, Safety/Security, Technology, Communications, and Maintenance
- To monitor and evaluate services provided by the departments within the division
- To perform the annual evaluation for all assigned staff
- To ensure District compliance with the applicable codes, rules, and statutes
- To coordinate activities of the division with schools and other divisions
- To coordinate the assessment of training needs for personnel in assigned areas
- To facilitate close communication between assigned departments and assigned schools to ensure cost efficiency and excellent service to all stakeholders
- To ensure that major projects are coordinated with appropriate agencies
- To coordinate the development and implementation of a plan to facilitate both internal and external communication

- To keep personally abreast of new developments in the operation of systems, and allocation of resources to ensure maximum efficiency from operation expenditures
- To work closely with the Director, Facilities and Maintenance, and Operations, on all school construction and projects, as well as building inspections
- To develop student demographic and enrollment projections to ensure schools and departments are adequately staffed
- To provide direction for management regarding employee discipline, evaluation, complaints, reasonable accommodations, and investigations
- To serve as the District’s Uniform Complaint Officer per Board Policy
- To coordinate with the Human Resource department in updating policies and procedures and administrative regulations ensuring compliance with state and federal laws and regulations
- To coordinate with the Human Resource department to develop a system that regularly reviews and monitors policies, procedures, and practices to ensure all human resource systems are continuously aligned and improved
- To serve as an advisor to the Superintendent on matters related to Human Resources
- To develop, analyze, and oversee employee handbook, student code of conduct, student discipline, safety & security
- To develop, maintain, and communicate Safety and Security plan and provide/facilitate all necessary training for staff
- To work closely with appropriate departments and personnel in ensuring identified staff are trained in Mindset
- To approve discipline tribunal requests
- To serve as the Title IX Coordinator
- To oversee field trip procedures and requests
- To review fundraiser requests for approval
- To review tuition, zone, and transfer requests
- To work with appropriate departments regarding parent involvement opportunities
- To perform other incidental tasks consistent with the goals and objectives of this position
- To perform other duties as assigned by Supervisor

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**\*\*\*\*\*INTERNAL APPLICANTS ONLY\*\*\*\*\***

***Please email your interest in the position along with your updated resume***