

Job Posting Information - 927 - Director of Operations &amp; School Safety



Posting ID: 927  
 Role: Director of Operations & School Safety  
 Organization: 981 - Operations  
 Posting Opens: 02-26-2020  
 Posting Closes: Open Until Filled

Primary Purpose: Responsible for the overall management, strategic planning, development, evaluations, and implementation of district school safety, maintenance, warehousing, transportation, and custodial functions

Qualifications:

- ◆ Bachelor's degree required
- ◆ Master's Degree Preferred
- ◆ Commercial Drivers License Required
- ◆ Previous experience as a campus or district administrator preferred

Responsibilities:

- ◆ Oversee the management of facilities maintenance, warehouse, and transportation, custodial and school safety operations of the district
- ◆ Incorporate district-level goals into operational objectives to ensure that students arrive at school and school activities safely and on time, and attend school in an environment that is safe, clean, and conducive to learning
- ◆ Monitor and reevaluate operations departments on an ongoing basis to ensure that district needs are being met in an effective and efficient manner. Implement changes where appropriate
- ◆ Collaborate with architects and consultants during the design and planning phases of all construction projects to ensure compliance with the district's specifications, design and construction standards, and building programs. Monitor the progress and compliance of ongoing construction projects.
- ◆ Ensure that the necessary time, resources, materials, and technology to support accomplishment of department goals are available
- ◆ Implement federal and state laws and regulations and local board policy and ensure compliance. Stay abreast of state and federal public policy changes that could impact the district
- ◆ Compile, maintain, and file all reports, records, and other documents as required
- ◆ Develop and administer the department budget based on documented needs and ensure that operations are cost effective and funds are managed prudently
- ◆ Ensure that established goals and expectations related to district operations are communicated clearly, consistently, and in a timely manner
- ◆ Supervise, evaluate, and recommend the hiring and firing of maintenance, transportation, warehouse, and custodial supervisors and staff, and operations department clerical staff
- ◆ Frequent district-wide travel is required; occasional statewide travel; occasional outside work with exposure to extreme hot and cold temperatures, dust, noise, vibration, and chemical and electric hazards
- ◆ Work with frequent interruptions; maintain emotional control under stress
- ◆ Oversee District's Emergency Operations Plan and oversee all Safety Committees
- ◆ Ensure that safety standards are maintained in conformance with federal, state, and insurance regulations and a district-wide preventive safety program is developed and implemented
- ◆ Follow district safety protocols and emergency procedures
- ◆ Other duties as necessary

Misc Information:

- ◆ Knowledge of operations management
- ◆ Ability to interpret data and evaluate maintenance and custodial programs
- ◆ Ability to manage budget and personnel
- ◆ Ability to implement policy and procedures for all aspects of operations including school safety
- ◆ Possess excellent communication, public relations, and interpersonal skills
- ◆ Prepare, review, and revise job descriptions in maintenance, custodial, warehouse, and transportation departments as needed
- ◆ Evaluate job performance of employees to ensure effectiveness
- ◆ Select, train, evaluate and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal
- ◆ Prepare and deliver written and oral presentations on operational issues to the board. Attend regular meetings of the board
- ◆ Possess excellent organizational and interpersonal and communication skills
- ◆ Applicants need to complete an online Professional Application located at [www.lgisd.net/Human Resources/Job Opportunities](http://www.lgisd.net/Human Resources/Job Opportunities)
- ◆ This Professional/Administrative position is for the 2020-2021 school year

Salary: Salary: LG ISD Administration Pay Grade 6  
 Days: 230

Contact Information: Mr. William D. Wagner  
 Superintendent  
 979-968-7000  
 wagnerb@lgisd.net

La Grange Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age disability, military status or on an other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. The Title IX Coordinator for La Grange ISD is William D. Wagner, Superintendent, 560 N. Monroe, La Grange, Tx 78945. The contact phone number is 979-968-7000.