



SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Assistant Superintendent for Operations

FLSA: Exempt

TERMS: Salary in accord with the district salary scale for Assistant Superintendents. Work year is comprised of 240 days per academic year as established annually by the Board.

GENERAL SUMMARY

Under limited direction, manages all capital projects and ongoing maintenance of facilities for the school district. Has responsibility for the Facilities Management, Technology, Child Nutrition Programs, and School Security. Provides interdepartmental support and serves as an information resource on financial matters. Responsible for assisting the Superintendent in all administrative matters that contribute to the fulfillment of the educational philosophy of the district as it relates to providing leadership in achieving and maintaining the best possible educational programs and services. Assists the Superintendent in strategic planning, policy development and implementation of objectives. Reports to the Superintendent.

ESSENTIAL FUNCTIONS

Supports and upholds the mission, vision, and strategic goals of the District.

Oversees and evaluates administration of assigned departments for the purpose of ensuring effective delivery of services to schools, departments, and the community.

Plans, develops, and oversees operations budget process which includes developing overall budget strategy and long-range planning, prioritizing needs, allocating resources among priorities, communicating with community, staff, and Board, and developing mechanisms for monitoring and evaluation of the financial performance of operations departments.

Works with the Superintendent and Cabinet for the purpose of reacting to issues, assessing needs and solving problems in ways that meet district goals while maintaining a safe, healthy, and legally compliant educational environment.

Assists the Superintendent, Board, and district administration for the purpose of formalizing long-range facilities plans and evaluating available resources.

Presents information on a wide variety of assigned issues for the purpose of conveying information and moving district goals forward.

Researches laws, regulations, legislation and policies for the purpose of assessing their potential impact on district operations.

TECHNOLOGY DEPARTMENT

Provides general supervision for the District's Technology program including strategic planning and long-range planning activities in order to maximize time utilization and ensure the efficient and effective organization of District technology services.

Directs and coordinates the technology operations and infrastructure of the district to ensure the District maintains a functional and up to date technology infrastructure and components.

In collaboration with the Director of Technology, plans and coordinates the financing for the technology refresh program for the district.

FACILITIES MANAGEMENT/ SCHOOL SECURITY

Directs and coordinates effectively Facilities Management for the District.

Coordinates District contracted services; supervises building construction and renovation, including routine and preventive maintenance on school facilities and systems and contract for services.

Coordinates the operational and procedural aspects of the custodial program to ensure clean, safe learning environments for students and staff.

Prepares applications to State and other funding agencies for the purpose of initiating facility construction, upgrade and repair projects.

Collaborates with the State Department of Education Office of School Facilities on major projects.

Coordinates all construction contracts with outside contractors, and directs all renovations, modifications, etc. by the maintenance staff and ensures compliance with strategies. Serves as the district liaison with architects and engineers for project design in matters of project planning, design, and budgeting.

Identifies and develops capital improvement projects as appropriate, and coordinates the activities necessary for implementation, recordkeeping, and completion of such projects.

Directs Procurement Coordinator with requests for proposals for the selection of design and construction management professionals.

Monitors all district facilities for compliance with safety regulations and risk control initiatives to ensure an appropriate and safe learning environment.

Ensures the physical security of all district facilities is monitored and maintained.

CHILD NUTRITION

Effectively coordinates the operation of the school food services program and directs the efficient business management of the school lunch program.

Directs a program of accounting and direct operations of the financial affairs of the school lunch program to ensure profit and compliance with all state and federal directives.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Must be certified or eligible for South Carolina certification as required for the position. Administration/ supervision experience in public education preferred (minimum of 5 years). Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in the position.

Knowledge:

Knowledge of the principles of management and leadership. Knowledge of general computer applications and their utilization as related to specific tasks and responsibilities. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to personnel and community relations functions. Knows how to perform leadership functions over a variety of diverse departments, speak persuasively to implement desired actions, and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes state, federal, and local codes and regulations and district policies; principles and techniques of administration and safety practices and procedures.

Skills/Effort:

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with District staff. Ability to plan, develop, administer, and monitor various personnel activities and programs in compliance with all relative federal and state regulations, and District policies, procedures and standards. Ability to use independent judgment and discretion in directing and managing financial and business activities. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to prepare and monitor departmental budget. Ability to complete, process, and maintain all required records, reports, and confidential information. Ability to develop and maintain effective communications with District employees, immediate supervisor, media representatives, attorneys, and the general public. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify information. Flexibility is required to independently work with others in a wide variety of circumstances. Problem solving with data requires analysis based on organizational objectives.

Working Conditions:

While performing the duties of this job, the employee is regularly required to stand and move throughout the district facilities and grounds, including construction areas. Frequent day travel to school locations required and occasional overnight travel. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Employees in this position work in a safe and secure work environment that may periodically have unprecedented requirements or demands. Duties of the job require frequent use of a computer and related equipment.

Responsibility:

Responsible for the District/Departmental budgets.
Supervises Departmental staff.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

Date: _____

Date: _____

Date: _____