

# **SCHOOL DISTRICT OF OKEECHOBEE COUNTY**

## **DIRECTOR OF OPERATIONS**

### **JOB DESCRIPTION**

#### **QUALIFICATIONS:**

- (1) Master's degree in educational leadership, business administration, business management, public administration, building construction or related area from an accredited educational institution.
- (2) Five (5) years experience in public education, at least two (2) of which must have been in administration preferably at the school level.
- (3) Valid Florida certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal.
- (4) Valid Florida driver's license.
- (5) Satisfactory criminal background check and drug screening.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to develop and implement contracts, lease agreements and bid procedures. Ability to analyze departmental operations and procedures. Ability to supervise personnel development. Knowledge of group dynamics, consensus-building, problem-solving and conflict resolution. Knowledge of school finance, budgeting and resource allocation. Knowledge of construction, cost accounting, purchasing, maintenance, custodial and transportation operations. Knowledge of and ability to interpret School Board policies. Ability to communicate to a wide variety of audiences orally and in writing. Knowledge of institutional protocol. Ability to use computer systems and software applications.

#### **REPORTS TO:**

Assistant Superintendent for Administrative Services

#### **JOB GOAL**

To administer the functions of planning, transportation, maintenance, construction management, custodial services, facilities, governmental relations, interagency agreements and security.

#### **SUPERVISES:**

Administrative and Support Personnel

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Service Delivery**

- \*(1) Monitor FTE process.
- \*(2) Administer the budgets for assigned areas of responsibility.
- \*(3) Develop and implement contracts, agreements and leases.
- \*(4) Administer professional service contracts with engineers, architects and attorneys.
- \*(5) Assist in recruiting and hiring of assigned personnel.

- \*(6) Oversee security service contracts for the district and assist in the development of the District's Safe School Plan, weather alerts and all emergency services.
- \*(7) Assist the Director of Student Services in developing Safe School Plans for all buildings in the district.
- \*(8) Coordinate bidding procedures in compliance with Florida Statutes.
- \*(9) Administer security services district-wide.
- \*(10) Supervise the administration of the facilities and construction department.
- \*(11) Supervise the administration of the maintenance and operations department.
- \*(12) Supervise the administration of the building department.
- \*(13) Administer and provide for a comprehensive facilities study on a five, ten and fifteen-year basis, updated annually, including cost estimates and long-range financial planning.
- \*(14) Provide oversight and assess annual progress in the Board's Strategic Plan.
- \*(15) Facilitate principal participation in district-level management functions.

#### **Inter/Intra-Agency Communication and Delivery**

- \*(16) Maintain a close working relationship with school administrators to ensure information exchange and the coordination of efforts for effective school operations.
- \*(17) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \*(18) Respond to inquiries, complaints and concerns in a timely manner.
- \*(19) Work with parents to resolve concerns regarding transportation.
- \*(20) Keep supervisor informed of potential problems or unusual events.
- \*(21) Serve on district or community councils or committees as assigned or appropriate.
- \*(22) Provide oversight and direction for cooperative planning with other agencies.
- \*(23) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- \*(24) Work closely with district and schools staffs to support school improvement initiatives and processes.
- \*(25) Establish and maintain intergovernmental relations with municipalities and county personnel.

#### **Professional Growth and Improvement**

- \*(26) Maintain a network of peer contacts through professional organizations.
- \*(27) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- \*(28) Maintain expertise in assigned areas to fulfill district goals and objectives.
- \*(29) Support staff development activities in assigned areas.
- \*(30) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

#### **Systemic Functions**

- \*(31) Assist in the development of policies.
- \*(32) Assist in the development of administrative guidelines.
- \*(33) Ensure compliance with all federal and state laws and mandates.
- \*(34) Supervise assigned personnel, conduct performance appraisals and make recommendations for appropriate employment actions.
- \*(35) Prepare and coordinate School Board agenda items.
- \*(36) Represent the district in a positive and professional manner.
- \*(37) Serve as a member of the district budget committee.
- \*(38) Assist in developing the district budget and monitor its implementation as required.

- \*(39) Administer budget control systems district-wide in collaboration with the Assistant Superintendent for Business Services.
- \*(40) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(41) Develop annual goals and objectives consistent with and in support of district goals and priorities.

**Leadership and Strategic Orientation**

- \*(42) Serve on the Superintendent's Leadership Team.
- \*(43) Provide support for the leadership and direction for strategic planning.
- \*(44) Provide leadership and direction for assigned areas of responsibility.
- \*(45) Provide leadership and guidance in the development of annual goals and objectives for schools and departments.
- \*(46) Assist in implementing the district's goals and strategic commitment.
- \*(47) Exercise proactive leadership in promoting the vision and mission of the district.
- \*(48) Set high standards and expectations and promote professional growth for self and others.
- \*(49) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- \*(50) Collaborate with schools and departments and contribute to the planning and operation of the district.
- \*(51) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(52) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 11

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved: October 12, 2010