

## Board Policy

Code No. 304.5E4

### ADMINISTRATIVE DUTIES – DIRECTOR OF OPERATIONS

**TITLE:** DIRECTOR OF OPERATIONS

**QUALIFICATIONS:**

1. Community College graduate minimum with advanced training or BA/BS degree preferred in related areas.
2. Supervisory experience.
3. Demonstrated experience and competence in areas included in this job description.
4. Proven record of being service oriented and possessing outstanding interpersonal skills.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**SUPERVISES:** Maintenance and Custodial Staffs and Transportation Operations.

**JOB GOAL:** Oversee custodial, maintenance, and transportation operations of the district and work cooperatively with administrators to maintain the optimum usage of school facilities and equipment for educational programs.

**PERFORMANCE RESPONSIBILITIES:**

1. Makes decisions and demonstrates leadership that support the mission, goals, and interests of the district and of students.
2. Models and requires a service oriented atmosphere within the department.
3. Assigns and supervises crews for maintenance work.
4. Plans, inspects work, and assists crew members when necessary.
5. Recommends to the Superintendent the employment of contractors to perform maintenance or repair services when necessary.
6. Establishes and maintains positive working relationships among all groups (staff, administrators, Board of Education, parents and community), supporting effective and efficient service to school sites.
7. Serves on the Superintendent's Cabinet as a Central Office Administrator and attends cabinet and Board of Education meetings as scheduled.
8. Presents to the Superintendent written specifications for major purchases and contracted work pertinent to custodial, maintenance, and transportation operations.
9. Supervises and inspects the improvement and renovation of work performed by outside contractors, and verifies to the Superintendent that the terms of all such contracts have been fulfilled before authorizing final payments.
10. Reviews requests for payment of submitted bills and recommends appropriate action to the Superintendent.
11. Distributes and explains a job appraisal form for each department employee and requires that each be evaluated annually.
12. Evaluates all supervisory personnel in the department.
13. Reviews with supervisors and principals annual job appraisals of employees.
14. Utilizes assistance from the Director of Human Resources in matters pertaining to evaluation, retention, and termination of employees.

15. Prepares and completes all required department personnel records for newly hired employees and places these records with the Department of Human Resources prior to board approval.
16. Attends all SEIU negotiations meetings and grievance hearings.
17. In coordination with the Business Office, monitors department budget to ensure fiscal compliance with and maximum efficiency from budget allocations.
18. Submits written recommendations to the Superintendent on annual budget needs of department.
19. Serves as the District's coordinator for Asbestos Abatement, Iowa Hazardous Chemical Right to Know Act, Lead in the Water, OSHA, and other state and federal regulations regarding school operations and ensures compliance with all necessary inspections and reports.
20. Receives and maintains insurance policies secured by contractors, and verifies appropriate coverage.
21. Reports to the Superintendent on costs of work done, materials used, and labor expended following completion of projects.
22. Develops efficient system for dealing with emergency repair problems.
23. Consults with building principals regarding the establishment of regular preventive maintenance programs.
24. In coordination with the Department of Human Resources, recruits, screens, recommends for hiring, and trains department personnel.
25. In coordination with the Department of Human Resources, monitors attendance, records paid vacation days, dock time, leave days, and seniority lists for department employees.
26. Under supervision of the Superintendent, establishes job descriptions and responsibilities for department employees.
27. Communicates as necessary with parents, students, and staff concerning issues regarding services within the department.
28. Researches and recommends bus routes for efficient and cost effective transportation of students.
29. Receives, prioritizes as necessary, and recommends to the Superintendent completion schedule of requests submitted by supervisors or building administrators.
30. Works closely with the Athletic Director and all coaches concerning maintaining and upgrading of all athletic fields.
31. Assists the Superintendent in completion of state reports pertinent to job responsibilities.
32. Keeps informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep; encourages innovation as appropriate.
33. Notifies the Superintendent of hazardous weather conditions for possible closing or early dismissal of schools. Calls in snow removal crews when necessary, and checks bus routes to assure safety of drivers and children during such conditions.
34. Works cooperatively with transportation and maintenance employees in establishing requirements and schedules for plowing operations.
35. Attends bid openings when pertinent to job responsibilities.
36. On call 24 hours per day by administrative staff and police department for emergencies.
37. Keeps current by attending state and national meetings relevant to work within this job description, as approved by the Superintendent.
38. Subscribes to and regularly reads publications relating to the job.
39. Performs such other tasks as may from time to time be assigned by the Superintendent and/or the Superintendent's designee.

**EVALUATION:** Performance of this job will be evaluated by the Superintendent in accordance with provisions of District policy.

*Approved: June 19, 2006*

*Reapproved: February 1, 2010*