



Executive Director of Operations

Job Overview

The job of Executive Director of Operations was established for the purpose(s) of directing and managing the support operations of the district.

This job reports to the Director of Schools.

Job Functions

- Provide leadership and oversight to the operations teams to ensure that they are supportive of the instructional goals and objectives of the district and the attainment of performance objectives.
- Develop long-and-short-range objectives and goals for the support operations of the school district.
- Provide for effective two-way communication with staff and school board on relevant matters.
- Keep the Director of Schools informed on the support operations of the district.
- Plan and conduct need assessments for growth and improvement of the district support operations.
- Work with the district personnel in projecting student enrollment, staffing needs, building, facility, energy, and capital equipment needs, and other cost items for district and individual school improvement.
- Develop training options and/or improvement plans to ensure the best operation in the area of support operations.
- Evaluate job performance of employees to ensure effectiveness.
- Ensure that programs are cost-effective, and funds are managed prudently to stay within budgeted guidelines.
- Provide leadership to achieve cost-effective practices throughout the district.
- Compile departmental budgets and cost estimates based upon documented program needs.
- Ensure that preventive and proactive processes and systems are in place for support operations to ensure long term success.
- Implement the policies established by federal and state law, state board of education rule, and the local board policy in the area of business and support operations.
- Demonstrate support for the district's student management policies and expected student behavior related to operational aspects of the district.
- Develop professional skills of staff that are appropriate to job assignment.
- Demonstrate behavior that is professional, ethical, responsible, and serve as a role model for all district staff.
- Articulate the district's mission to the community and solicit its support in realizing the mission.
- Demonstrate awareness of district/community needs and initiate activities to meet those identified needs.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Travel

Frequent day travel to school sites and occasional overnight travel.

Working Environment

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the district facilities and grounds, including construction areas. Frequent prolonged and irregular hours.

Physical Requirements: Must be physically able to operate a variety of office machines, such as computer, printer, copier, two-way radio, etc.



Qualifications

Minimum experience: Five years of experience in operations management or related field.

Minimum education: Bachelor's degree in management, operations, education or related field.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Prior leadership experience in educational support services.
- Master's degree in business, educational administration, or related field.
- Ability to make challenging decisions, remain professional under stress and possess exceptional judgment.
- Ability to lead diverse groups and individuals; maintain confidentiality; set priorities and meet deadlines; work with frequent interruptions; work with detailed information/data; and adapt to changing work priorities.

Required Testing: N/A

Continuing Education/Training: N/A

Required Certificates and/or Licenses: N/A

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

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