**BALDWIN-WHITEHALL SCHOOL DISTRICT**

**JOB DESCRIPTION**

**TITLE:** Director of Operations

**DEPARTMENT:**  Administration

**QUALIFICATIONS:**

1. Bachelor’s Degree in Education or business related field required, (Business Administration, Engineering, or related field), Graduate/Master’s Degree in Business Administration, or equivalent preferred.
2. Act 34 Clearance/Act 151/FBI
3. Three (3) to five (5) years of progressively more responsible work experience in public education with responsibility for administrative functions and particular emphasis on district-wide budget-building, support services contract negotiations and employee relations.
4. At least ten (10) years of experience in a management position.

**REPORTS TO:** Superintendent

**SUPERVISES:** Transportation Manager

Food Service Manager

Facilities Manager

**JOB GOAL:**

The primary mission of the Director of Operations is to build and monitor the annual District budget and to perform day-to-day administrative functions related to support staff. This includes managing specific administrative and personnel functions, overseeing student transportation operations, overseeing maintenance of buildings and grounds, capital projects and operational functions including custodial and maintenance, food services, clerical and paraprofessional staff and the negotiation of their respective bargaining unit contracts.

Responsible for planning, designing, implementing, supervising, and evaluating all district related facilities services including, but not limited to: maintenance, custodial, safety/security, long range facility planning and capital project management. In addition, responsible for project management of Baldwin-Whitehall School District’s Capital Improvement Program, including building projects, facility design and development, and related issues. Oversee all aspects associated with managing the design and construction of multiple new construction and renovation projects. Represent Baldwin-Whitehall School District in a variety of public activities in conjunction with capital projects including coordinating various community processes and applications with federal, state, regional and/or municipal agencies.

**PERFORMANCE RESPONSIBILITIES:**

1. Manages supervisors and staff in maintenance, custodial, transportation, and food service departments.
2. Informs the Superintendent and board of the financial implications of issues that impact the district.
3. Collaborates with administrative staff in developing annual district-wide budget.
4. Maintains current knowledge of all local, state, and federal legislation on areas of employee relations in the school situation.
5. In cooperation with district administrators, building principals and instructional staff, assures effective input in the development and planning of instructional facilities.
6. Oversees a master calendar system for building usage related to district meetings and events and community use of facilities.
7. Serves as Assistant Safety Coordinator for the Health & Safety Committee.
8. Coordinates School District Emergency Management Planning.
9. Assumes responsibility for budget development and long-range financial planning in areas of responsibility.
10. Administers, through the supervisors of buildings and grounds, operation of the school plants.
11. Administers, through the transportation manager, the student transportation program.
12. Coordinates facility expansion and capital related renovation.
13. Administers and coordinates the school district central warehouse.
14. Monitors the delivery, quality and distribution of all supplies stored at the school district central warehouse.
15. Monitors the issuance of building and facility permits and leases.
16. Administers the maintenance and repair program, including maintenance contracts, on instructional and non-instructional equipment throughout the district.
17. Administers and coordinates security services for the school district’s building and facilities.
18. Assist in the development of a five year district wide strategic plan including a financial plan.
19. Assist the Board and Administration with the review and revision as necessary of each District Policy as pertaining to operations.
20. Develop intergovernmental working relationships with local, state and federal legislative bodies and the District.
21. Fulfills other responsibilities and duties as assigned by the Superintendent of Schools

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Solid understanding of facilities operations and buildings systems (HVAC, fire protection, and life safety systems).
2. Excellent organizational, supervisory, communication and project management skills.
3. Experience in preparing requests for proposals and executing service contracts.
4. Proficient skills with Microsoft Office products such as Excel, Word, and Outlook.
5. Valid driver’s license.
6. Possess strong project management, organizational, analytical, estimating, negotiating, planning, interpersonal, and communication skills, with strong attention to detail.
7. Knowledge of all paperwork procedures necessary to complete contract documents, obtain permits and prepare for construction.
8. Knowledge of all consultant work to maintain efficiencies and meet deadlines.
9. Possess in depth understanding of the basics of most building systems.
10. Ability to:
    * Apply principles of logical and/or scientific thinking to a wide range of complex intellectual and practical problems;
    * Assemble complex estimates;
    * Effectively present information and respond to questions from board members, public groups as well as high-level and external contacts;
    * Write, read, analyze and interpret various reports, legal documents, etc.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Sitting for extended period of time
* Standing for prolonged periods
* Walking for extended periods
* Lifting, carrying, pushing, pulling 35 pounds
  + Ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment
  + Moving fingers and hands in a repetitive manner
  + Ability to speak clearly and distinctly when communicating
  + Hearing clearly
  + Adequate vision to perform duties

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**TERMS OF EMPLOYMENT:**

12 month work year. Workdays, salary, and benefits are established in accordance with the provisions of the Act 93.

**EVALUATION:**

Performance of the job will be evaluated at least annually in accordance with the provisions of the Act 93.

**ACKNOWLEDGEMENT:**

In signing this Job Description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

**Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_**