

JOB DESCRIPTION

TITLE: DISTRICT OPERATIONS MANAGER

QUALIFICATIONS:

1. BA Degree in Business Administration/Public Administration
2. Two years related management experience.
3. Demonstrated aptitude or competence of assigned responsibilities.
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES:

1. District Child Nutrition Services
2. District Transportation Services
3. District Custodial Services
4. District Maintenance Services
5. District Grounds Services
6. Print Shop Operations.

JOB GOAL - Child Nutrition Services

To provide each school child with food of high nutritious quality in an atmosphere of cleanliness and personal caring.

Performance Responsibilities

1. Administers personnel policies and evaluates Child Nutrition Director.
2. Administers personnel policies.
3. In coordination with the Business Manager assist in the development of the child nutrition budget.
4. Administers the child nutrition budget.
5. Reviews and evaluates all requests and recommendations for purchases of new and replacement equipment and food items.
6. Prepares specifications and bid documents for all items requiring bids by law or Board policy.

JOB GOAL - District Transportation Services

To enable students who live an unreasonable safe walking distance to and from school in a safe, efficient manner and provide transportation in direct support of the curriculum and co-curricular programs as determined by the board.

Performance Responsibilities

1. Develops and administers the Transportation Services to transport students, who require transportation, to and from school in a safe, efficient manner.
2. In coordination with the Business Manager, assist in the development of the transportation budget.
3. Administer the transportation budget.
4. Authorizes purchases in accordance with budgetary limitations and district policies.
5. Maintains safety standards in conformance with State of South Dakota and insurance regulations and develops a program of preventative safety.
6. Review all Bus Conduct Reports and act as a liaison for complaints and special requests of parents and staff.
7. Evaluates future equipment and personnel needs based on surveys of resident students, distances, and grade levels.
8. Enforces all state laws and regulations regarding school transportation.
9. Reviews and insures that all appropriate insurance reports are dispatched.
10. Submits all reports required by state authorities.
11. Makes recommendations for the determination of optimum timing of replacements for vehicles and equipment.

JOB GOAL – Maintenance, Custodial and Grounds

To maintain the district's facilities and grounds in a condition of operating excellence, cleanliness, neatness and safety, so that full educational use of them may be made at all times.

Performance Responsibilities

1. Develops and administers Custodial Services, Maintenance Services, and Grounds Services by establishing guidelines, goals and supervision resulting in well maintained facilities and grounds.
2. Recruits, screens, hires, assigns all department staff employees.
3. Select and authorize the purchase of the appropriate supplies and equipment for use by the Services. Appropriate inventories will be maintained by each Service.
4. Calls meetings of the Services Directors staff when it is necessary.
5. Establishes guidelines for the division of responsibility of Services for repairs.
6. Establishes and delegates to the Services Directors to perform supervision and support for year-round custodial, maintenance, and grounds Services.
7. Inspects each building twice a semester and more often if necessary and confers with building principals regarding the Services performance.
8. Inspects and insures that all fire alarm systems and extinguishers are being maintained on a regularly scheduled basis.
9. In coordination with the Business Manager assist in the development of the Services budgets.
10. Administers the department Services' budgets.
11. Maintains such personnel and other records as are required.
12. Evaluates the Services' Directors.
13. Confers with landscape architects and other parties in making plans for landscaping, planning, and upkeep.
14. Interprets plans and sketches to insure they are carried out as indicated by design.
15. Selects trees, shrubs, plants, and seeds appropriate for planting or sowing.
16. Sees that all department personnel are knowledgeable of all skilled gardening procedures that are required. Ensure Grounds Supervisor is trained and has skills and experience for the proper care of lawn, sport's turf and ornamental enhancements such as special grasses, landscaping, deciduous and coniferous trees.
17. Oversees the purchases of all necessary equipment and required for the proper upkeep and care of the grounds.
18. Establishes personnel schedules and maintains such personnel records as are necessary.
19. Directs programming for the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities.
20. Reviews on a regular basis, all security precautions and procedures and recommends additions, changes, or reductions in service as appropriate.
21. Supervises and inspects the improvement and renovation work performed by outside contractors and verifies that the items of all such contracts have been fulfilled before authorizing final payment.
22. Prepares all required OSHA reports.

23. Determines and establishes detailed specifications pertaining to supplies, materials, equipment, and contract work.
24. Coordinates all purchase requirements for Child Nutrition Services, Custodial, Maintenance and Grounds.
25. Establishes appropriate maintenance, grounds keeping, security, and custodial requirements for each school building and installation.
26. Makes assignment and termination of employment of all personnel encompassed within District Operations.
27. Inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
28. Works with individual building principals in establishing emergency evacuation procedures for each schoolroom and office.
29. Keeps informed of the latest trends, developments, and products in the areas of maintenance, repairs, and upkeep, and encourages innovation and experimentation as appropriate.
30. Oversees all building projects.

Performs other duties as assigned.

TERM OF EMPLOYMENT: Contract. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Administrator Evaluation (AFB-EE).

(Adoption date: June 14, 1982)
(Reviewed date: February 28, 2005)
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