

**Poquoson City Public Schools
Job Description**

TITLE: EXECUTIVE DIRECTOR OF OPERATIONS

PRIMARY FUNCTION

The Executive Director of Operations is responsible for issues related to school facilities, transportation, safety, and food services. Additionally the Executive Director is tasked with areas related to the daily operation of the schools such as calendar planning.

MINIMUM QUALIFICATIONS:

Holds a bachelor degree, Masters degree preferred. Has at least five years' experience in organizational management, or school or business administration.

NECESSARY AND SPECIAL QUALIFICATIONS:

- Thorough knowledge of the principles and practices of management;
- Thorough knowledge of the general laws and administrative policies governing public purchasing, storage and audit of materials, supplies and equipment;
- Thorough knowledge of building maintenance services and procedures
- Thorough knowledge of building design and construction practices;
- Considerable knowledge of school transportation and food services issues.
- Knowledge of safety issues related to employees and crisis management planning
- Ability to lead staff and communicate effectively with multiple audiences
- Ability to communicate well orally and in writing.

PERFORMANCE RESPONSIBILITIES:

- Coordinates management of the following services: school facilities and maintenance; student transportation; food services; custodial services; personal property; safety; and waste management.
- Formulates, recommends, analyzes and controls budgetary and expenditure actions for maintenance, custodial, food service and transportation departments.
- Monitors all operational activities for full compliance with local, State and Federal regulations.
- Prepares operating budget for all areas of responsibility
- Coordinates preparation of Capital Improvement Plan
- Manages the planning process for building and maintaining facilities, transportation, custodial, and food services necessary to support the program of instruction in PCPS.
- Coordinates procurement of contractors' services for maintenance, transportation, food services, custodial, and construction projects funded by the budget.
- Assumes overall responsibility for the maintenance of all school division buildings and vehicles and evaluates all maintenance work requests.
- Administers the Custodial Services Contract the delivery of Custodial Services; assists them in matters associated with their operations.
- Coordinates safety efforts for the school division to include acting as the PCPS liaison to the Poquoson City Emergency Operations Center and assessing transportation safety on inclement weather days
- Coordinates the activities and contracts with the school division security provider. Oversees the development of crisis management plans

- Oversees the corrective and preventive maintenance programs for the school division's physical plant.
- Coordinates the appropriate maintenance for grounds, parking lots, fencing, playgrounds, and athletic fields.
- Coordinates school facility usage by community and other groups or agencies.
- Coordinates the activities of the waste removal and recycling vendors.
- Administers the Food Service Contract; reviews all billing, menus and compliance with all federal guidelines.
- Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities; maintains current bus routes for all schools in the division; updates bus schedules for all schools in the division as appropriate.
- Serves on Regional Calendar Development Committee.
- Establishes good working relationships and collaborative arrangements with community groups, community leaders, and other organizations to help achieve the division's goals
- Performs other duties as assigned.

TERMS OF EMPLOYMENT: Salary according to School Board Pay Plan and contract length 12 months

REPORTS TO

Division Superintendent

EVALUATION:

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of administrative personnel.

APPROVED BY SUPERINTENDENT