

GLENPOOL PUBLIC SCHOOLS JOB DESCRIPTION

Position Title: Director of Operations
Reports To: Superintendent
Calendar: 12 month

SUMMARY: To provide leadership and coordination in the support services area in regard to services and facilities for the District

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned by supervisor.

- Provides leadership and oversight for the following: operations, maintenance, construction, transportation
- Assists in the long range planning process for the district to ensure that bond issues, facilities, maintenance and programs meet district needs in a timely manner
- Communicates with administration and staff to assist in planning, directing and coordinating district programs
- Supervises and coordinates the activities of staff, recommending measures to improve performance and increase efficiencies
- Develops and maintain written procedures, documents and controls to ensure compliance with board policy, safety and security standards, state laws and regulations
- Acts as the district representative in construction jobs to ensure appropriate design of facilities, fiscal oversight and coordination with builders and architects. Communicates to the Superintendent, CFO, and follows through with payments and approvals as necessary
- Communicates representing the support services area with Superintendent and other staff through reports and as a member of district committees
- Interprets the programs, philosophy and policies of the district to staff and the community at large
- Provides direction and oversight over the budgets assigned in accordance with all legal and board requirements
- Works well with both supervisors and other members of the team
- Maintains consistent and punctual attendance
- Performs other duties assigned by supervisor or administrator

SUPERVISORY RESPONSIBILITIES: Supervises department staff members as designated by Superintendent

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Master's degree or equivalent required with a minimum of three years administrative experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with appropriate administrative endorsements