

**WINDHAM CENTRAL SUPERVISORY UNION
JOB DESCRIPTION**

JOB TITLE: Director of Operations
REPORTS TO: Superintendent of Schools
APPROVED BY: Superintendent of Schools
UPDATED: 3/2019
FLSA STATUS: Non-Exempt

POSITION OBJECTIVES:

To administer, direct and maintain the assigned operational functions of the Windham Central Supervisory Union and its member school districts to provide the most efficient, safe and secure learning and working environment within available resources. Act as advisor to the Superintendent of Schools on all matters relating to the assigned operational functions of the district. Provide administrative oversight, direction and planning for Facility, Safety and Security, Transportation and Food Service operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordinates, supervises, directs and participates in the performance of all custodial and maintenance activities with personnel, including assigning staff and contract services so that sanitation, mechanical, electrical and structural repairs are addressed and resolved in a timely manner ensuring safe, secure and efficient operations.
- Coordinates and supervises student transportation system, including special education transportation. Communicates directly with schools, emergency situations, training and certification of drivers, drivers and dealing with discipline of students, coordinate school bus routes and post them to the public, arrange for repairs/maintenance, and prepare annual budget including long term planning for bus replacement. Manages external vendor contracts and relationships to support the program.
- Coordinates the food service program including supervision of food service staff and management of external vendor contracts and relationships to support the program.
- Conducts or ensures the testing of water systems, asbestos, radon and all other required testing by obtaining required licensure or certifications or contracting with approved and qualified vendors.
- Develops standard operational procedure manual with checklists for handling work tasks regularly assigned to staff such as, but not limited to, daily cleaning responsibilities and the handling of hazardous materials.
- Prepares annual capital budget and capital improvement/replacement plan.
- Prepares and implements short- and long-range plans for facilities, buses and equipment maintenance, modification, repair and preventative maintenance.
- Oversees all major construction programs and associated contract management related to the capital budget and capital improvement/replacement plan.
- Develops an annual safety training program to satisfy state and federal regulations including, but not limited to OSHA/VOSHA, and addresses seasonal safety issues to reduce potential workplace accidents and potential workplace exposures while enhancing awareness, skills and abilities of assigned staff.
- Confers and works with representatives from various federal or state agencies and local municipalities including health and safety agencies, law enforcement and fire services to help safeguard a safe learning and work environment by complying with related laws, codes and ordinances.
- Serves on the Crisis Team by attending meetings, participating in trainings and acting as a liaison with the Superintendent by providing up-to-date information and making recommendations for changes to protocol while working to identify additional equipment or services that would help to safeguard the population by optimizing safety.
- Forecast minimum staffing level needs related to the daily cleaning and maintenance duties or planned project, student transportation needs and support of the food service program.
- Develops and monitors buildings, grounds, operations, transportation and food service budgets while aligning the effective and efficient use of assigned staff, supplies and equipment.
- Maintains ongoing inventory record, makes timely recommendations for purchasing suitable supplies, tools and equipment and initiates purchase orders for materials.

- Consults with central office and building administrators regarding the establishment of regular preventative maintenance programs and new projects and protocols.
- Schedules energy audits at regular intervals to benchmark energy consumption and assess energy savings. Analyzes operational utilization data and makes recommendations and/or modifications to advance all towards maximum energy efficiency.
- Assesses tasks and special projects to improve methods, safety and productivity to help ensure the highest level of productivity while providing direction and compliance to these methodologies to assigned staff.
- Makes hiring recommendations, assists with the onboarding and training of assigned staff.
- Monitors staff adherence to work rules and standards.
- Supervise and evaluate assigned staff following district expectations and policies.
- Along with Superintendent and/or Human Resources Coordinator, handles employee attendance, job performance and disciplinary issues in a timely manner.
- Stays informed of changes and best practices regarding new products, equipment and/or other resources and makes recommendations to Superintendent on this basis.
- Develops requests for proposals as needed in support of assigned functional areas.
- Develops and maintains positive relationships with key partners including, but not limited to state officials and liaisons, the Vermont School Boards Insurance Trust (VSBIT) and vendors.

SUPERVISION RECEIVED:

Works independently for the most part, planning and implementing broad programs within the organization. Work is checked primarily through consultation and agreement with others while directly reporting to the Superintendent.

SUPERVISORY RESPONSIBILITIES: Supervises or provides oversight to the Facilities, Safety and Security, Food Service and Transportation services. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Language Skills.** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to prepare presentations and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- **Computer Skills and Experience.** Experience and proficient computer skills in word processing, spreadsheet, and data base programs required. Experience with Microsoft Office required.
- **Reasoning Ability/Mental Requirements.** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in complex phases. Ability to deal with a variety of abstract and concrete variables.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, State Agencies and Legislative Committees.
- **Competencies.** The individual in this position must possess the following:
 - **Dependability** – being reliable, punctual, responsible and fulfilling obligations
 - **Self-Control** – maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
 - **Stress Tolerance** – accepting criticism and dealing calmly and effectively with high stress situations.
 - **Cooperation** – being pleasant with others on the job and displaying a good-natured, cooperative attitude.
 - **Concern for Others** – being sensitive to others’ needs and feelings and being understanding and helpful on the job.
 - **Attention to Detail** – being careful about detail and thorough in completing work tasks.
 - **Integrity** – being honest and ethical.

- Adaptability/Flexibility – being open to change (positive or negative) and to considerable variety in the workplace.
- Independence – guiding oneself with little or no supervision, and depending on oneself to get things done.
- Social Orientation – preferring to work with others rather than alone, and being personally connected with others on the job.

Frequency	Code	Description
Sometimes	S	activity may exist sporadically, but not on a consistent basis.
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not Applicable	NA	activity is not present in the position

PHYSICAL EFFORT AND STRESS. Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

	<i>Frequency Code</i>	<i>Essential</i>	<i>Not Essential</i>
SITTING	C	X	
STANDING	F	X	
WALKING	O	X	
SEEING	C	X	
HEARING	C	X	
TALKING	C	X	
DEXTERITY (hands/fingers)	C	X	
USE OF COMPUTERS AND EQUIPMENT	C	X	
LIFTING			
up to 10 lbs.	O	X	
10-25 lbs.	O		X
25-50 lbs.	NA		X
50-100 lbs.	NA		X
100+ lbs.	NA		X
CARRYING			
up to 10 lbs.	O	X	
10-25 lbs.	O		X
25-50 lbs.	NA		X
50-100 lbs.	NA		X
100+ lbs.	NA		X
BENDING/STOOPING	O	X	
PUSHING/PULLING	S		X
TWISTING	S		X
CLIMBING	S		X
BALANCING	NA		X
CROUCHING	O		X
KNEELING	NA		X
CRAWLING	NA		X
REACHING (i.e., overhead)	O	X	
HANDLING	C	X	
DRIVING	F	X	
REPETITIVE MOVEMENTS (hands, feet)	C	X	

MANAGING STRESS	F	X	
RESOLVING CONFLICTS	O	X	

WORKING CONDITIONS/ENVIRONMENTAL FACTORS: All conditions common to a construction site for residential housing including, but not limited to, the following (Indicate appropriate code from above):

	<i>Frequency Code</i>
EXPOSURE (dust, dirt)	F
EXPOSURE (extreme heat – non-weather, flames)	NA
EXPOSURE (extreme cold – non-weather)	NA
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EXPOSURE (fumes, odors)	S
EXPOSURE (viruses, infectious diseases)	O
EXPOSURE (water)	NA
EXPOSURE (hazardous equipment)	NA
EXPOSURE (chemicals, hazardous materials)	S
UNEVEN TERRAIN	S
OUTDOOR WEATHER CONDITIONS	S
VIBRATION/NOISE	C
HEIGHTS	NA

Definitions - Physical Demands

Sitting: remaining in a seated position

Standing: remaining on one's feet in an upright position at a work station without moving about

Walking: Moving about on foot

Seeing: Perceiving with the eye

Hearing: Perceiving or listening to sound by ear

Talking: Articulating, speaking or discussing using spoken words

Dexterity: Skill in the use of hands and fingers

Lifting: Raising or lowering an object from one level to another (includes upward pulling)

Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder

Bending/Stooping: Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).

Twisting: Rotating; moving to face in alternate direction.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

Crouching: Bending the body downward and forward by bending the legs and spine.

Kneeling: Bending the legs at the knees to come to rest on the knee or knees.

Crawling: Moving about on the hands and knees or hands

Reaching: Extending the hands and arms in any direction

Handling: Seizing, holding, grasping, turning, or working with hands

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.