

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### ASSISTANT SUPERINTENDENT - OPERATIONS

#### QUALIFICATIONS:

- (1) Master's Degree in appropriately related field.
- (2) Five (5) years of related service in facilities planning, maintenance, transportation, warehousing, food service or information technology.
- (3) Working knowledge of Florida educational systems needs as related to facilities planning, maintenance, transportation, warehousing, food service or information technology.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of construction, site, architectural, mechanical and electrical engineering principles as they apply to the planning, construction, remodeling, renovation and maintenance of school properties. Knowledge of school board policies and professional standards of the profession. Knowledge of educational facilities, including physical plant operations and building systems operations. Knowledge of school transportation systems and equipment. Knowledge of practices and techniques of inventory control, material storage and distribution. Knowledge of school food service operations.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To provide leadership in developing, achieving and maintaining the best possible support programs and the ongoing development and improvement of the operational aspects of the district.

#### SUPERVISES:

Director II – Facilities Planning  
Director II – Maintenance  
Director II – Transportation  
Director I – School Food Services  
Director I – Information Technology

Manager I – Inventory and Warehouse  
Operations  
Division Chief – Security, Safety &  
Emergency Operations  
Energy Educators Managers  
Executive Secretary

## **ASSISTANT SUPERINTENDENT - OPERATIONS (Continued)**

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery**

- \* (1) Project the operational resource requirements of the District as it relates to school programs.
- \* (2) Attend School Board meetings and prepare such reports for the Board as the Superintendent may direct.
- \* (3) Maintain liaison with social, professional, civic, volunteer and other community agencies and groups as needed.
- \* (4) Assist the Superintendent in developing the administration and coordination of the District's operational programs.
- \* (5) Supervise the work of program directors and managers as it relates to district operations.

#### **Inter / Intra-Agency Communication and Delivery**

- \* (6) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- \* (7) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (8) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- \* (9) Respond to inquiries or concerns in a timely manner.
- \* (10) Keep the Superintendent informed of potential problems or unusual events.
- \* (11) Work closely with District and school staff to support department improvement initiatives and processes.

#### **Professional Growth and Improvement**

- \* (12) Keep well informed about current trends and best practices in areas of responsibility.
- \* (13) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (14) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- \* (15) Promote and support professional growth for self and others.
- \* (16) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \* (17) Maintain a network of peer contacts through professional organizations.
- \* (18) Attend training sessions, conferences, and workshops to keep abreast of current practices, programs and legal issues.
- \* (19) Develop or assist in developing the department budget and monitor its implementation.
- \* (20) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (21) Prepare or oversee the preparation of all required reports and maintain appropriate records.

#### **Systematic Functions**

- \* (22) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (23) Represent, consistently, the District in a positive and professional manner.
- \* (24) Perform other incidental tasks consistent with the goals and objectives of this position.

## **ASSISTANT SUPERINTENDENT - OPERATIONS (Continued)**

### **Leadership and Strategic Orientation**

- \*(25) Provide leadership and direction for the assigned areas of responsibility.
- \*(26) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- \*(27) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(28) Assist in implementing the District's goals and strategic commitments.
- \*(29) Exercise proactive leadership in promoting the vision and mission of the District.
- \*(30) Provide oversight and direction for cooperative planning with other agencies.
- \*(31) Set high standards and expectations for self and others.
- \*(32) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(33) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(34) Facilitate problem solving by individuals or groups.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No.**

\*Essential Performance Responsibilities

### **ADMINISTRATIVE SALARY SCHEDULE – Pay Grade 2**

**Date of Revision: May 17, 2005**