

ASSISTANT SUPERINTENDENT – OPERATIONAL SERVICES

JD LOCATOR: 2.04.1

Adopted: 7/95

Revised: 5/03, 7/09

REPORTS TO:	Superintendent
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of certificated staff.

JOB SUMMARY

To assist the superintendent by overseeing the operational services of the district and to administer the operational services of the district in such a way as to provide the best possible educational services with the financial resources available.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Assumes responsibility for budget development and long-range financial planning.
2. Develops and administers a program for purchasing supplies and equipment.
3. Assists in developing a facility expansion program.
4. Establishes and supervises a program of accounting and reporting for the financial affairs of the district.
5. Supervises data processing procedures to provide management information, evaluation techniques, and long-range forecasts.
6. Assists the superintendent in financial matters during the meet and confer process.
7. Supervises a program of budget control.
8. Verifies funding issues related to any grant proposal originating in the district.
9. Interprets the operational area of educational programs to the community at large.
10. Assists the superintendent in managing the district's real estate and insurance programs.
11. Supervises the development of monthly and annual financial reports as required.
12. Consults with superintendent and other personnel on questions relating to the district's operational affairs.
13. Supervises maintenance department in establishing routine maintenance plans, budget development, and special maintenance projects.
14. Coordinates the food service program with director of food service and giving special attention to budgetary control.
15. Coordinates the transportation program including routing and state reports as needed to ensure an efficient transportation system.
16. Attends Board meetings and prepares such reports for the Board as the superintendent may request.
17. Prepares state reports and claims as required.
18. Monitors assigned programs and related financial activity for the purpose of ensuring that performance objectives are met, allocations are accurate, revenues and expenses are within budget and/or operational practices are followed.
19. Ensures that programs are cost-effective and funds are managed prudently.
20. Compiles, maintains, and files all reports, records, and other documents required for the operations of the district.

SUPERVISORY RESPONSIBILITIES

Building Administrators, Maintenance Director, Food Services Director, Transportation Director, and Operational Services Office Personnel.

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Specialists' Degree; Doctorate preferred.
2. Appropriate Missouri Administrative Certification.
3. Minimum of five years of classroom teaching.
4. Three years experience in public and educational administration.
5. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
6. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.

- 8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
- 9. Ability to work independently with minimum supervision.
- 10. Ability to use independent judgment and demonstrates initiative to act without being asked.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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