

Assistant Superintendent of Operations (Facilities, Technology, Human Resources, Finance, & Transportation)
Certified Position - 0030

<u>Salary</u> Per Salary Schedule	<u>Days</u> 240	<u>Reports to:</u> Superintendent
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SCOPE OF RESPONSIBILITIES

- Provides leadership in developing, achieving, and maintaining the best possible operational programs and services
- Collaborates with leadership and is responsible for representing the best interests of the K-12 school programs
- Provides direct supervision of responsible staff
- Provides leadership in complying with federal and state laws and regulations

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Attend Board meetings and prepare reports for the Board as requested
2. Prepare drafts of Board policies and administrative procedures for the Superintendent's review and action
3. Stay informed of and interpret all laws, regulations, statutes, rules, and policies affecting the operations of the district
4. Devise comprehensive and effective systems of record-keeping in accordance with operational needs
5. Develop long and short range goals in the areas of Facilities, Technology, Human Resources, Finance, and Transportation.
6. Confer with appropriate departments on matters of concern
7. Report on the status of district operational programs and services at the request of the Superintendent
8. Oversee the Facilities & Maintenance operations of the district to include ongoing inspection and repair of facilities and implementation of the custodial program in the schools
9. Oversee the operation of the Technology program districtwide; serve as a liaison between technology and instructional staff; provide leadership for implementing the district technology plan
10. Oversee the Human Resources program including employment, compensation, negotiations, employee relations, employee benefits and employee assistance; supervise the performance of staff; participate in the employment, assignment, promotion, transfer, suspension and dismissal decisions of all employees district-wide
11. Oversee the Finance operations of the district to include payroll, expense control, federal program accounting, financial reporting, cash flow, and revenue; supervise and evaluate the performance of Director of Finance & Business
12. Oversee operations of the Transportation Department.
13. Develop operational procedures to improve processes and efficiency
14. Develop the operating budget for assigned departments and assures that all functions operate within the appropriated allotment
15. Communicate the goals, objectives, and progress in areas of responsibility to all stakeholders
16. Maintain regular and predictable attendance
17. Adhere to the professional code of ethics
18. Successfully utilize technology as appropriate in job function
19. Performs other duties as assigned by the Superintendent

MINIMUM QUALIFICATIONS

1. Kentucky Certification for Superintendent
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

PREFERRED QUALIFICATIONS

1. Experience in managing operations of the school district to include Facilities, Technology, Human Resources, & Finance

