

## GREENE COUNTY SCHOOLS

### **JOB TITLE: ASSISTANT DIRECTOR OF OPERATIONS AND STUDENT SERVICES**

The job goal of this position is to manage and provide leadership to the maintenance, custodial and transportation departments and to oversee the delivery of appropriate student services to Greene County Schools.

- QUALIFICATIONS:**
1. Minimum of Master's Degree in Educational Administration/Supervision or comparable degree
  2. General knowledge of the school district
  3. Minimum 8-10 years of experience in education preferred
  4. Evidence of previous leadership activities
  5. Previous experience in management of people and resources
  6. Knowledge of employment procedures, state and federal rules and regulations and state licensure requirements

**REPORTS TO:** Director of Schools

**SUPERVISES:** Transportation Department, Facilities Department (Maintenance, Custodial, and Energy personnel), Student Services Department (Discipline, Attendance, Truancy, Home School, Health Services, Coordinated School Health and Safety)

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are normal for this position; however, The duties and responsibilities listed are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned by the Director of Schools.

1. Monitors employees work levels and completes performance reviews as required by board policy, counsels employees about work-related issues and assist employees to correct job -skill deficiencies
2. Serves as personnel director for staff in assigned area and ensures that training is provided on appropriate policies and procedures and revisions are made as needed
3. Develops and administers all programs to be in compliance with local, state, and federal requirements
4. Prepares and revises bus routes for all schools
5. Administers the Alcohol and Drug Testing program for bus drivers and sub-drivers
6. Maintains transportation records, including an inventory of system vehicles, replacement schedule, CDL's, and personnel
7. Maintains safety standards to comply with state requirements and insurance requirements
8. Prepares and monitors budgets in assigned areas and approves all requisition for materials and supplies for area supervised
9. Schedules bus inspections, driver training classes, physicals, and arranges for bus driver testing
10. Develops and administers special projects as assigned by the Director of Schools
11. Plans and implements orientation for new staff members
12. Represents the school district at functions as assigned by the Director of Schools
13. Works with supervisors in all departments to maximum efficient and equitable delivery of services and resources to teachers and students in the system
14. Completes end of year reports for transportation and review report completed for attendance, alternative programs, discipline and other end of year compliance reports
15. Administers the "Operations and Maintenance Program" for asbestos compliance
16. Reviews classified handbook and makes recommendation for needed revisions or updates
17. Investigates accidents or injuries and files appropriate reports
18. Conducts and/or arranges for worker training in safety, repair, equipment use, operational procedures, or maintenance techniques
19. Monitors tools and parts inventory to ensure adequate working conditions
20. Serves as the system contact for parents who have an issue with a school discipline action and serves as Chairperson of the Student Discipline Authority
21. Provides support and advice to the attendance clerk and truancy specialist to resolve issues related to the assigned area of responsibility (i.e. truancy, home school, state reports)
22. Represents the school system at personnel-related hearings and investigations and conducts investigations as needed
23. Identifies staff vacancies and oversees recruitment, job postings, job descriptions, applications, interview process and position recommendations
24. Develops recommendations for future personnel needs and equipment needs of the department and conducts surveys to project enrollment numbers in schools

- 25. Serves as Athletic Director for the district
- 26. Coordinates safety programs and provides oversight for health services in the district

**EMPLOYMENT:** 240 Days

**DEPARTMENT:** Certified, Professional, Non -Instructional

**PAY GRADE:** State and Local Salary Scale

**PHYSICAL DEMANDS:** This job requires the employee be physically able to operate a variety of office machines, computer equipment, and knowledge of other equipment needs for building maintenance and transportation. At times there may be a need to exert up to twenty pounds of force occasionally, and /or up to ten pounds of force frequently. The physical demand requirements are at levels of those for Moderately Active work. .

**TEMPERAMENT (PERSONAL TRAITS):** This position requires the ability to deal with a variety of people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions. The employee must be adaptable to performing under stress when confronted with an unusual or an emergency situation.

**INTERPERSONAL COMMUNICATION AND LANGUAGE ABILITY**

- 1. Ability to communicate in writing, including e-mail, letters, memos, handbooks, and policies
- 2. Ability to communicate verbally, including presentations, telephone, person to person
- 3. Ability to listen and analyze information to negotiate solutions to problems/ conflicts
- 4. Ability to convey information and ideas to others
- 5. Ability to monitor and assess information for decision making or corrective action
- 6. Ability to coach/mentor to help other improve skills or knowledge
- 7. Efficient in time management, organization and planning, and meeting strict deadlines
- 8. Ability to motivate and guide the work of a group or a team to accomplish goals
- 9. Ability to develop, monitor and adjust schedules of employees

**Capacity and Ability Requirements:**

- 1. Ability to learn quickly and adapt to new information
- 2. Ability to synthesize information and interpret data
- 3. Ability to maintain focus of goals
- 4. Ability to multi-task
- 5. Ability to pay attention to details

**ATTENDANCE:** Regular and dependable attendance is an essential requirement of the position.

**WORK ENVIRONMENT:** The employee will be located in an office close to the bus garage. The work of this position will involve time at all school sites, plus working with community members with bus schedules and other activities. Both indoor and outdoor work will be involved in this position.

**EVALUATION:** Performance in this job will be evaluated by the Director of Schools according to performance objectives determined at the beginning of the year

**APPROVED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REVIEWED AND AGREED TO BY** \_\_\_\_\_ **DATE** \_\_\_\_\_  
(Employee)

The Greene County School System is an Equal Opportunity Employer. In Compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures above indicate the receipt and review of this job description by the job applicant or the employee assigned to the job and the immediate supervisor.