

Job Description Confluence Academies

POSITION TITLE: Director of Operations
REPORTS TO: Chief Executive Officer

DEPARTMENT:
Administration

POSITION SUMMARY: This position is responsible for: managing all Board approved contractual services related to operations and making recommendations to the Chief Executive Officer resulting in sustained optimal service delivery and efficiency of services to schools. Oversight of transportation, facilities, food services, and safety & security services is required.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned:

- Supervise Transportation/Facilities Coordinator, Food Service Coordinator and Lead Safety & Security Officer.
- Prepare and format reports at the request of the Board of Directors & Chief Executive Officer.
- Assume responsibility for the maintenance and repair of all buildings and related equipment to provide safe, clean, healthy, and attractive facilities.
- Assume responsibility for the care of school grounds, parking areas, playgrounds and roadways.
- Assume responsibility for the cleaning and security of all buildings.
- Operate and/or monitor a work order procedure to ensure systematic attention to repair and maintenance needs.
- If needed, recruit and recommend for hiring buildings and grounds personnel and provide direct supervision over the maintenance and laborer employees including the assignment of specific duties.
- Manage and ensure contractual services meet contract standards and obligations.
- Coordinate with each building for remodeling and new construction activities of facilities to include coordination of work by contractors and the various vendors.
- Develop and recommend budgetary input as it pertains to buildings and grounds and services.
- Participate in the bidding and purchasing of contracted services, equipment, and supplies for buildings, grounds and transportation.
- Operate a training program for staff under his/her supervision to ensure knowledge of safe and efficient work procedures and train building level staff on safe and efficient building and transportation operations.
- Adhere to prescribed rules, laws, and regulations of the State of Missouri and Federal Government as they apply to the expenditures of public funds.
- Develop and implement a system of preventive care and maintenance of buildings and grounds.
- Inspect buildings and grounds on a regular basis to determine needed maintenance and repairs.
- Meet with school personnel to receive input on school maintenance needs and / or renovations and new construction.
- Manage environmental services for Confluence.
- Provide for the inventory of equipment and materials within each building.
- Develop long- and short-range plans for meeting facility needs of Confluence.
- Manage the safety & security of all buildings & personnel.
- Manage the food services program and relative DESE requirements as established by state and federal standards.
- Work with the Chief Financial Officer to ensure efficient use of allocated budgeted funds for capital projects.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education/Experience: Master's degree or higher. Three years of successful administrative experience building or network experience in directing (or as an assistant) student service programs desirable.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities: Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to utilize technology in establishing appropriate record keeping program for students, programs, and staff.

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 sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others. Must be able to meet demands from several people.