

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Assistant Superintendent of Operations

Classification: Certificated Administrator

Reports to: Superintendent

PURPOSE STATEMENT

The Assistant Superintendent of Operations is responsible to assure that the District facilities and support programs are functioning at an efficient, cost effective, and safe level. School facilities, grounds, transportation services, and the food service program function to support a high quality student learning environment and a safe school environment for all who use or work in the facilities. In addition, the Assistant Superintendent of Operations is also responsible for the District's Assessment program, Student Data management and technology systems.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Provides oversight and guidance to District support programs including Maintenance/Grounds, Custodial, Transportation, Food Service, and Technology/Systems, Assessment, and Student Data Management.
- Supervises the managers/directors of Maintenance and Grounds, Transportation, and Food Service.
- Provides oversight to all budgets related to each supervised support program and demonstrates fiscal responsibility through assisting program managers/directors with budget development and management.
- Assists in classified employee contract maintenance by regular attendance at conference committee meetings to assure timely resolutions of problems
- Serves on the Superintendent's Cabinet.
- Provides oversight to the State and District assessment programs to assure compliance with all administration and reporting requirements.
- Analyzes and interprets results of state and district assessment, determines trends and makes recommendations to the Superintendent, Assistant Superintendent of Teaching and Learning, Principals and staff of the district.
- Assists in the interpretation of district policies, rules, and regulations as they relate to areas of responsibility. Makes recommendations regarding policy formation and/or modifications.
- Conducts school and facility visits to ascertain needs and accomplishments of support programs.
- Provides appropriate training for custodial staff and provides support to managers in the provision of training for other support areas of the organization. Assures that new employees are appropriately prepared to assume duties.
- Prepares reports designated by the superintendent. Prepares reports to the Board regarding matters of concern or interest.

- Serves in an advisory capacity to the superintendent regarding the overall operation of the district support programs.
- Coordinates with area managers/directors and makes recommendations to the superintendent when, due to inclement weather or emergencies, the operations of the district are impacted.
- Coordinates emergency planning and is available during night time hours, weekends and holidays to respond to such emergencies.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

Skills in providing leadership in a complex educational organization including:

- Strong oral and written communication skills when communicating with staff, parents, community members, the Board of Directors;
- Effective decision-making;
- Problem-solving and conflict resolution; and
- Team-building among diverse groups;

Ability to:

- Interpret laws and regulations related to the areas of responsibility;
- Establish and maintain effective working relationships with staff and the public;
- Model effective leadership;
- Organize and prioritize tasks and projects;
- Construct, implement, and monitor time lines and meet deadlines on projects and reports; and
- Make decisions and resolve complex issues in a timely and organized manner.

Knowledge of:

- and ability to apply the principles and practices of supervision to enhance the skill and productivity of the work force; and
- District/state/federal rules and regulations related to school maintenance, food service, technology systems, and transportation services.

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The work environment is typical to an environment found in an office setting however; the employee will be responsible to visit all facilities in the district in potentially inclement weather. This position requires attendance at Board of Director meetings, community meetings, emergency response and other work beyond normal working hours.

Experience Master's Degree in Educational Administration or a related field.
Five years of increasingly responsible administrative experience.

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Continuing Ed./Training

As required to maintain credential

Certificates

Washington State Program Administrator or
Principal Credential
Superintendent credential preferred.

FLSA Status:

Exempt

Salary Range: Based upon SCSD

Administrator Salary Schedule

Classification History

Job Description Developed: 6/09

Revised:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.