



ASSISTANT SUPERINTENDENT FOR OPERATIONS AND INFRASTRUCTURE

Department: Administrative

FLSA Status: Exempt

GENERAL PURPOSE

Assists the Superintendent substantially in the translation of the division's educational philosophy, vision, goals, and policies into educational opportunities that directly benefits the student body. Assists by overseeing every aspect of the district's facilities and operations, and policy development. Serves as the Superintendent's designee. Responsible for making all decisions related to the functions of the school divisions, in both academic and operational matters.

ESSENTIAL JOB FUNCTIONS

- Oversees and evaluates administration of assigned departments (maintenance, custodial, transportation, security, and Operations and Procurement/Technology) for the purpose of ensuring effective delivery of services to schools, departments and the community.
- Assists the Superintendent, School Board and district administration for the purpose of formalizing long-range facilities plans, evaluating available resources, and funding mechanisms.
- Oversees the preparation and presentation of studies, analyses and reports concerning assigned district component areas for the purpose of conveying information on issues that are critical to effective decision making by the School Board, Superintendent, administrators and the public.
- Oversees all maintenance, planning and construction, property management, and security needs.
- Attends School Board meetings and prepares reports for the School Board.
- Serves in the absence of the Superintendent as the chief administrative and academic officer.
- Assists the Superintendent in the recruitment, screening, hiring and assigning of personnel.
- Creates and coordinates the development of the division's Six-Year Comprehensive Plan.
- Creates and coordinates the development of a Facilities and Operations Master Plan and budget.
- Creates and coordinates the development of a Capital Improvement Plan and budget.
- Administers various funds related to assigned district components for the purpose of ensuring their accuracy, integrity, availability for authorized use and conformance to applicable statutes.
- Prepares applications to State and other funding agencies for the purpose of initiating facility construction, upgrade and repair projects.
- Serves as the Designee in the absence of the Superintendent for the purpose of reacting to issues, assessing needs and solving problems in ways that meet District goals while maintaining a safe, healthy and legally compliant educational environment.
- Coordinates information sharing and decision-making processes with various internal and external parties (especially principals) for the purpose of ensuring transparency.
- Prepares drafts of needed School Board policies and regulations.

- Serves as policy contact person for the Virginia School Board Association Policy Services
- Updates and maintains the School Board Policy Manual.
- Facilitates meetings and training for the purpose of receiving and converting information and supporting the district's position on assigned issues.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Postgraduate Professional License required.
- Master's Degree in Administration and Supervision K-12 required.
- Seven years of experience with a minimum of:
 - Three (3) years of supervisory and managerial experience.
 - Three (3) years of administrative experience K-12.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of school infrastructure and operations.
- Knowledge of codes, regulations, and laws that govern the functions of school districts.
- Knowledge of the educational needs and demands of the community.
- Skill in leading teams.
- Skill in resolving interpersonal conflicts.
- Skill in developing and achieving long-term and short-term objectives.
- Skill in working in administration and management.
- Skill in communicating and working with the general public.
- Ability to read and interpret state and federal laws and reports.
- Ability to write reports and express ideas effectively in both oral and written form.
- Ability to monitor budget expenditure.
- Ability to manage grant allocations

WORKING CONDITIONS

The noise and light levels in the work environment are usually moderate.

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, talk, and hear. The employee frequently is required to use hands to operate office equipment. The employee is occasionally required to sit and reach with hands and arms. The employee must frequently lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date