

ASSISTANT TO THE SUPERINTENDENT FOR OPERATIONS AND INFRASTRUCTURE

Job Title: Assistant to the Superintendent for Operations and Infrastructure
Salary: Commensurate with Experience
Reports to: Superintendent

SUMMARY

Assists the Superintendent substantially and effectively in the translation of the division's educational philosophy, vision, goals, and policies into educational opportunities that directly benefit each student, particularly with respect to managing, planning, implementing, developing, directing, overseeing, and evaluating the district's facilities and operations; policy development; and other needed and/or assigned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- 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/or 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, acts as policy contact person for the Virginia School Board Association Policy Services; and updates and maintains the School Board Policy Manual (digital and hard copies).
- Facilitates meetings and training for the purpose of receiving and converting information and supporting the district's position on assigned issues.

SUPERVISORY RESPONSIBILITIES

Responsible for supervising personnel as denoted on the division's organizational chart.

QUALIFICATIONS

To perform the 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 the essential functions.

EDUCATION AND/OR EXPERIENCE

- Postgraduate Professional License.
- Master's Degree in Administration and Supervision K-12.
- A minimum of three years of supervisory and managerial experience.
- A minimum of three years of administrative experience K-12.

SKILLS AND ABILITIES

- 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 expenditures and ensure good fiscal management of grant expenditures and budgetary allocations; demonstrates leadership skills, qualities and personal characteristics necessary to work effectively with district personnel and the general public.

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/or 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.