

SENIOR DIRECTOR OF OPERATIONS AND SUPPORT

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- TITLE:** Senior Director of Operations and Support
- REPORTS TO:** Superintendent
- SUPERVISES:** Technology; Director, Transportation; Director, Child Nutrition; Director, Warehouse and Purchasing; Director, Risk Management, Safety and Wellness; Director, Facility Design and Construction; Director, Plant Operations; Director; Maintenance; Administrative Assistant
- JOB FUNCTION:** To provide support services for Fayette County Public Schools necessary to ensure a positive, well-maintained learning and work environment that supports the educational process and facilitates student achievement.  
Participate in the formulation of District policies and plans regarding instructional as well as non-instructional operations and resources. Serve as the principal advisor to the Board of Education and the Superintendent in matters related to non-instructional areas of the District.  
Coordinate with other governmental, business and community partners.

**DUTIES AND RESPONSIBILITIES:**

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- Thorough knowledge of federal, state, and local laws as well as Board of Education policies, regulations and procedures relating.
- Serve as district Treasurer.
- Ensures the establishment of annual contracts for financial audit, liability and property insurance. Administers operations related to the procurement and distribution of equipment, supplies and instructional materials with vendors and consultants. Through the Director of Warehouse and Purchasing develops procedures for purchasing goods and services for the district in accordance with the Model Procurement code.

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**DUTIES AND RESPONSIBILITIES (CONT.):**

- Direct and provide oversight for the operation of risk management, child nutrition services, transportation, technology, purchasing, maintenance, plant operations, warehouse and facility design and construction to ensure successful fiscal and operational practices and the integration of shared business processes.
- Monitor and evaluate the construction process in terms of bonding, capital outlay, facilities planning and renovation. Works as Superintendent's designee on the Local Planning Committee, a standing committee of the Fayette County Board of Education, that researches and recommends facilities projects for the District.
- Oversees the District's Pupil Transportation Program that includes fleet scheduled and unscheduled maintenance, vehicle replacement, operator training, establishment of routes and stops, and pick-up/drop-off times.
- Oversees the District's Child Nutrition Program to include menu selection, meal production planning and scheduling, procurement, adherence to nutrition and sanitation regulations and requirements and appealing presentation on the serving line while operating as an enterprise fund.
- Oversees the District's Risk Management and Safety Program that includes protection of District assets, emergency/disaster preparedness, safety in the workplace, hazards material handling, accident prevention, and indoor air quality and personal protective training against health risks.
- Oversees the District's Technology Department which is responsible for development and implementation of computerized systems to include an intermediate and long-range planning for acquisition, installation and maintenance of technology, as well as establish and maintain district-wide business continuation plan. Manage overall use and implementation of technology.
- Administers training of certificated administrators in the area of operational functions.
- Supervises the work of appropriate district-level administrators and evaluates their performance accordingly.

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- Models collaborative planning and shared decision-making.
- Serves as a member of Superintendent's Cabinet. Attends all board meetings.
- Performs other duties as assigned
- Maintains regular attendance.

**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

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- Masters Degree in business administration, logistical management, systems management, engineering or a related field. (preferred)
- A minimum of 7 years experience in financial management or facilities management, or a combination thereof. (preferred)

**LICENSES AND OTHER REQUIREMENTS:**

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- Certification in School Financial Management.(preferred)

*Original Date: \_\_\_\_\_*

*Revision Date: 06/2008*

*Revision Date: 07/2012*

*Revision Date: 07/2013*

*Resvision Dates 01/2015*