

# WRIGHT CITY SCHOOL DISTRICT

## Job Description

The Wright City R-II School District is seeking a qualified professional to serve as Assistant Superintendent of Operations in charge of Facilities, Safety, Finance, and Human Resources.

**Position Title:** Assistant Superintendent of Operations

**Reports To:** Superintendent of Schools

**Summary:** The Assistant Superintendent of Operations/Chief Operations Officer is responsible for coordination and oversight of the character, quality, and results of the total Human Resources, Facilities, Safety, and Finance programs of the District. This person is responsible for recruiting and retaining high-quality staff, as well as overseeing and directing the safety, financial and facilities operations including effective management of custodial service, grounds maintenance, building maintenance and renovation (including construction) activities of the District. Responsibilities include presenting and interpreting program content and data to the Board of Education, staff, parents, and the community at large.

### **Job Responsibilities:**

#### **Administration**

1. Assists the Superintendent of Schools, as a member of the Leadership Team, in the general organization/administration of schools.
2. Responsible for providing input to the development of the budget.
3. Works throughout the district in a shared, collaborative effort that benefits student education and development.
4. Attends Board of Education meetings and prepares such reports for the Board and the Superintendent as requested.
5. Assists in the coordination of all Missouri School Improvement Process and CSIP activity.
6. This position will serve on and/or facilitate district committees as directed by the Superintendent of Schools.

#### **Safety**

1. Serve as the District's designated Safety Officer.
2. Oversee and provide safety training to employees
3. Oversee all requirements related to the administration of safety drills
4. Oversee the District's visitor management and volunteer procedures and policies.
5. Management of the District's School Resource Officers and any security personnel.
6. Security cameras, door locks, door buzzers, alarms, radios
7. Meet regularly with emergency responders to discuss recent trends in security procedures and review current practices.
8. Perform safety audits on all District property analyzing security requirements, and recommending improvements.
9. Training staff to understand and use security protocols.
10. Consulting with staff and administrators about the best security practices.
11. Make recommendations regarding safety expenditures.
12. Create and maintain required documents and reports.

## **Finance**

1. Oversee the Finance Operations of the District including Accounts Payable, Payroll, Purchasing, and Benefits and Insurance.
2. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
3. Supervises Bond Issue and Lease Purchase transactions and funds.
4. Supervises the collection, safekeeping, and distribution of all funds.
5. Supervise the Business Manager.
6. Administers a budget control system for the District.
7. Acts as advisor to the Superintendent on all questions relating to business and financial affairs of the District.
8. Acts as liaison to the district's independent auditing firm and makes all arrangements for the annual audit.
9. Prepares reports to the proper staff concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.
10. Assumes responsibility and assists the Superintendent in the projection of revenue and expenditures, preparation of prospectus for bond issues, management of short term investment portfolio, and similar activities.
11. Takes the lead in developing improvements in the financial management of the school system including budget methods, format, and presentation.
12. Attend meetings of the Board of Education and present financial reports.

## **Human Resources:**

1. Recruit, interview, and recommend certified personnel for employment by the District.
2. Monitor, maintain, and update all personnel policies and record-keeping including professional certificates, upgrades, mentor/mentee program, professional development logs, and teacher tenure.
3. Ensure that courses are taught by properly certificated educators.
4. Train and support building administrators on the district evaluation system. Maintain and develop job descriptions and evaluation tools for all employees.
5. Design and implement an annual comprehensive training program for all employees regarding safety, compliance, and district policies and procedures. Maintain documentation of completed training and onboarding of new staff members.
6. Prepare personnel reports required by the district, state, federal and outside agencies including Core Data reports for the Department of Elementary and Secondary Education (DESE).
7. Plan and anticipate professional personnel needs in the district.

**Facilities:**

1. Plans, directs, controls, and monitors the implementation of facility maintenance, grounds maintenance and custodial operations of the school district. Research and purchase parts for repairs.
2. Develops policies and procedures to ensure that building improvement activities provide economical school facilities that conform to building codes, government regulations, and educational requirements and make effective use of available space.
3. Assists in the evaluation of proposals and bids for materials, equipment, contracted repairs and services for the facility operations department.
4. Tracks warranties on new installations.
5. Recommends, implements and monitors annual operating and capital budgets for departmental activities.
6. Screens, interviews, and recommends employment or termination of custodial and maintenance staff.
7. Evaluates the work of the maintenance and custodial staff.
8. Initiates, plans, directs, and monitors construction.
9. Coordinates and directs contact with architect and general contractor for warranties and job completion. Oversees projects to ensure compliance with specifications and deadlines.
10. Oversees schedules and payment dispersals.
11. Schedule work and inspect quality.
12. Access scope of work and order parts and equipment as required.
13. Coordinates all State and Federal inspections as required in a timely manner.
14. Ensures physical security of facilities by installing and maintaining locks, and acts as liaison with local law enforcement authorities and Emergency Management for building security.
15. Coordinate and monitor building fire, tornado, earthquake, intruder, and other disaster drills.
16. Inspect equipment and train personnel on handling equipment safely.
17. Participates in the Long Range Plan development.

**Other Duties:**

1. Serve as liaison for transportation.
2. Supervises the Food Service Director.
3. Enhances the public information program by serving as one of the educational leaders responsible for the interpretation of the school program to the public.
4. Establishes and maintains cooperative relationships with parents and community groups.
5. Travel between district buildings as necessary. The employee must have a valid driver's license.
6. Assumes other responsibilities as assigned by the Superintendent of Schools.
7. Performs other duties and responsibilities as assigned.

**Qualifications:****Education and/or Experience:**

Education Specialist Degree, or Doctorate preferred and a minimum of four years teaching experience and four years of administrative experience. The Board of Education reserves the right to waive these qualifications if, in its judgment, a candidate has equivalent qualifications and/or experience.

**Certificates, Licenses, Registrations**

Superintendent Certification from the State of Missouri, preferred.

**Essential Functions:**

(To perform this job successfully, an individual must be able to perform the following essential functions satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

**Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental 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. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Physical Demands**

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to handle or feel or reach with hands and arms. The employee is occasionally required to stoop or kneel. The employee is regularly required to talk and hear. The employee must occasionally lift and/or move up to 35 lbs. Regular attendance on the job is expected.

**Terms of Employment:**

Contract terms covering compensation, benefits, and working conditions are specified by the Board of Education's policies, agreements and approvals. This is a 12-month position.

*Revised December, 2024*