



JOB TITLE	DEPARTMENT	REPORTS TO
Chief Operations Officer	Superintendent's Office	Superintendent

Position No: 72002	Length of Work Year: 12 Months
Salary Schedule: AD10	Date Approved: 4/10/18
FSLA: Exempt	Date Revised:

JOB GOAL
To provide quality leadership for the efficient, safe, and caring operation of the district.

MINIMUM QUALIFICATIONS

1. Bachelor's degree, Master's degree preferred.
2. Minimum of five (5) years experience in school-based or district administration.
3. Significant, current experience in balancing costs and risks, providing strong organizational and project management skills, and developing effective communication and relationships with management groups and professional staff.
4. Evidence of strong financial and communications skills with demonstrated ability to work effectively with the public, governmental entities, school administrators, and various groups and individuals.
5. Demonstrated working knowledge of federal, state, and local codes and regulations governing the planning and design of public school facilities.
6. Knowledge of IT technologies and software applications appropriate to the position's job responsibilities.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate.
5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. Assists the Superintendent with general administrative operations.
2. Assists the Superintendent in setting budget priorities for presentation to the School Board.
3. Assists the Superintendent in planning for school site and/or facilities acquisition.
4. Assists the Superintendent in interviewing administrative candidates for employment.
5. Prepares drafts of needed Board policies and administrative rules for Superintendent's review.
6. Directs and coordinates the district departments of maintenance and facilities, construction, transportation, food services, financial services, IT, communications, and media services.
7. Maintains the assigned departments according to policies and procedures for the School Board, regulations of the Florida Department of Education, Florida statutes, and the U.S. Government.
8. Monitors the overall operations of the special projects center.
9. Conducts written annual personnel assessments of support services personnel.
10. Reviews and recommends to the Superintendent of Schools the annual operating and capital budgets for the assigned departments.
11. Coordinates the annual review and development of the Five-Year Capital Outlay Plan in conjunction with the state's Five-Year Facilities Survey recommendations.
12. Coordinates the development and submission of additions and/or revisions to the support services section of the Comprehensive Plan.

13. Attends School Board meetings and prepares reports and presentations as required.
14. Monitors growth trends, identifies unforeseen requirements, and modifies plans for educational facilities assuring that all affected agencies are involved in plan modifications.
15. Presents pertinent information to appropriate parties both internal and external such as the School Board, Budget/Finance Committees, Community Advisory Committees, governmental agencies, etc.
16. Provides for effective and cost efficient coordination of IT and facilities development and subsequent maintenance functions.
17. Arranges for the advertising, reviewing, and recommending of contracted architectural and engineering services to the School Board in accordance with Florida Statutes and Department of Education regulations.
18. Assures that district facilities are maintained in a manner which supports the preservation of the district's capital investment.
19. Supervises a district-level program of energy and utility management and coordinates the development of energy/utility standards.
20. Develops and maintains plans for emergency preparedness and post emergency operations.
21. Assures that the district's student transportation system provides service in accordance with state and federal statutes and regulations.
22. Reviews and recommends to the Superintendent the acquisition and purchase of land for future building sites.
23. Represents the Board at appropriate meetings of municipal and county governments relative to land zoning, density, concurrency, etc.
24. Regularly reviews all functions within auxiliary services to determine cost effectiveness of in-house services compared to outsourced services.
25. Maintains a current inventory of unimproved real estate land holdings owned by the School Board.
26. Serves as a liaison with social, professional, and civic agencies.
27. Supports the Superintendent in his overall administrative efforts; interprets his ideas and decisions to staff and the public; keeps him informed of pertinent division developments and events.
28. Reports regularly to the Superintendent on any developments or situations within the district requiring the Superintendent's awareness or action.
29. Directs the preparation of certain annual reports and guides.
30. Coordinates all functions with the Learning, Human Resources and Employee Relations, and District Support Divisions to ensure a collegial, effective, and focused leadership team.
31. Performs other duties as may be assigned by the Superintendent.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 0 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.