

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Executive Director Of Operations & Planning

## GENERAL DESCRIPTION

The essential function of the position within the organization is to support the initiatives and directives of the Superintendent and School Board and to exercise the duties of the Superintendent in his or her absence. The position is responsible for supervising and collaborating with subordinate professionals District-wide in the planning, implementation and evaluation of District and school operations and programs. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports. The position is responsible for supervising through subordinate directors the following departments; IT/Instructional Technology (infrastructure), Maintenance/Facilities/Construction, Transportation, Food and Nutrition Services and Emergency Management and shall serve as the District's Records Management Liaison Officer .

### **Primary Duties:**

*This list represents the essential tasks performed by the position.*

**These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.**

Assists the Superintendent of Schools with the overall direction, management and evaluation of the School District.

Serves as a member of the District's Executive Leadership Team with high levels of accountability and decision-making responsibilities.

Ensures District compliance in areas of responsibility with all applicable policies, procedures, laws and regulations.

Supervises duties of assigned managerial, supervisory and support staff , including establishing staffing standards and performance levels, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Coordinates, monitors and evaluates staff professional and technical development programs as assigned.

Collaborates with the Executive Leadership Team and others in planning and implementing strategic plans for the future of the District, its facilities and operational staffing needs.

Assists in the preparation and administration of annual and capital budgets in assigned areas of responsibility, ensuring the most effective and efficient use of District, private and public funds.

Researches, compiles and presents, administrative, financial and statistical data related to the administration and operations of the District.

Oversees construction, renovation and maintenance projects and schedules.

Assists in the negotiation and administration of contracts with architects, engineers, contractors and others associated with the development and/or improvement of District facilities, oversees the review and inspection of contracted services for compliance with codes and regulations, plans, specifications, contracts and District policies and procedures.

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Assists the Superintendent by serving as a negotiator for the District with the United Teachers of Monroe to provide a good working relationship between the employees and District/School Board.

Develops policies and procedures in consultation with the Superintendent to ensure efficient and economical District operations; evaluates results to ensure compliance and to identify deficiencies.

Visits schools to assess the effectiveness of instructional and/or other programs, share information, acquire input from staff evaluate principal performance and provide feedback.

Represents the District on boards or committees; interacts with parent groups, community businesses and organizations to provide information and assistance, and to promote District projects and initiatives.

Prepares and responds to agenda items, and attends meetings of the School Board, Executive Leadership Team, individual District departments and others; attends community meetings to discuss issues of concern or interest to the general public or specific constituency groups; represents the District to the public and news media as appropriate.

Receives and responds to inquiries, concerns, complaints and requests for assistance from parents, staff and community on behalf of the Superintendent.

Conducts staff and other professional meetings and conferences to exchange information; attends state and national meetings, professional seminars and conferences to improve professional knowledge and skills.

Keeps abreast of education-related legal and legislative requirements and proposed changes and their potential affect on District operations; provides advice to the Superintendent regarding District response and compliance.

Conducts comprehensive professional evaluations of direct report staff, and make recommendations on compensation to the Superintendent and the Board.

Oversees the following departments as to function compliance and performance; maintenance/facilities/construction, transportation, food and nutrition services, IT infrastructure, emergency management and legal services.

Conducts himself/herself in accordance with the Monroe County School District's Mission Statement and the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida promulgated by the Florida Education Standards Commission.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include*

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*numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

**People Responsibility:**

*"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

**Assets Responsibility:**

*"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving wide-spread economies and/or preventing losses through the management of a department that has an organization-wide impact or significant impact on the general population.

**Mathematical Requirement:**

*"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

**Communications Requirements:**

*"Communications" involves the ability to read, write, and speak.*

Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers at professional conferences.

**Complexity of Work:**

*"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

**Impact of Decisions:**

*"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with extremely serious impact - affects entire organization and impacts other activities/organizations and the general public; where loss of life and/or damage is highly likely.

**Equipment Usage:**

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*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items*

**Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

**Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of a Bachelor’s degree in business, operations, management, educational leadership or organizational leadership, or related field.

Masters degree in related field preferred.

**Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

No specific licenses or certifications are required

**Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires over five years of progressively more responsible work experience in administration and leadership

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

**AMERICANS WITH DISABILITIES REQUIREMENTS**

**Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on

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a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position may be exposed to bright/dim lights, dust or pollen, traffic, construction hazards during site inspections.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Superintendent

**Supervises:**

Department Directors, Other Direct Reports

PAY GRADE: From: DD141A1 To: D141O3

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/18/2016