

## **Assistant Superintendent for Operations**

<b><u>Reports to:</u></b>	<b>Superintendent</b>
<b><u>Supervises:</u></b>	<b>Director for Maintenance Director for Transportation Director for Child Nutrition Driver Education Coordinator Administrative Assistant</b>
<b><u>Term of Employment:</u></b>	<b>12 months</b>
<b><u>Salary:</u></b>	<b>Appropriate Central Office Administrator</b>
<b><u>FLSA Exempt/Non-Exempt</u></b>	<b>Salary Schedule Exempt</b>
<b><u>Qualifications:</u></b>	<ul style="list-style-type: none"> <li>• <b>Construction Background</b></li> <li>• <b>Management Experience</b></li> <li>• <b>Business and Personnel Experience</b></li> <li>• <b>Extensive Maintenance Experience</b></li> </ul>

### **Essential Job Functions:**

- Oversees the Maintenance, Child Nutrition, Driver Education and Transportation budgets and departments
- Is organized and knowledgeable in the technical aspects of all maintenance and building needs
- Inspects the condition of the school buildings to determine maintenance needs
- Oversees capital needs and budgets
- Works with principals relative to operational needs
- Performs related work required with the Director for Facilities and Construction and is involved in the planning of new construction and major capital projects
- Works with the Board Facilities Committee as assigned by the Superintendent
- Performs related work required with the Director for Transportation
- Performs related work required with the Director for Child Nutrition
- Collaborates actively with district level administration to complete projects and support the mission of the school district
- Collaborates actively with external stakeholders
- Performs other duties as assigned by the Superintendent

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### **Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural difference among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic art machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment