



JOB DESCRIPTION

Director of Operations

<i>Supervisor</i>	Superintendent
<i>Employment term</i>	200 days plus 40 days extended employment
<i>Compensation</i>	Based on education level and years of experience per West Virginia Code §18A-4-2 and Roane County Board of Education Supplemental Salary Schedule.
<i>Evaluation</i>	To be conducted by supervisor per West Virginia Board of Education Policy 5310 and Roane County Board of Education Policy 3220.
<i>Statutory authority</i>	<p>West Virginia Code §18A-1-1 defines a central office administrator as “a superintendent, associate superintendent, assistant superintendent and other professional educators who are charged with administering and supervising the whole or some part of the total program of the countywide school system. This category includes other appropriate titles or positions with duties that fit within this definition.”</p> <p>The Director of Operations is then charged with overseeing the operation of the school system’s student transportation and facility maintenance and security programs and coordinating these efforts with school principals, educational program directors, and the school business office. Whenever referred to in state, local, or other policy or procedure, the Director of Operations shall serve as the county’s “transportation director” or “transportation supervisor.”</p>

Responsibilities

1. In collaboration with school system directors and school principals, ensure that the fiscal, programmatic, and human resources necessary to operate the student transportation and facilities maintenance and security programs are identified and recommended to the Superintendent for ~~procurement, allocation, and deployment~~.
2. With input from internal and external stakeholders, annually review the student transportation program, including but not limited to bus routes, pick up and drop off times, and community safety awareness near bus stops and in school zones, and submit to the Superintendent for approval per Board policy.

3. Ensure that the county's preventative maintenance program is properly planned, monitored, and documented per West Virginia Board of Education and School Building Authority requirements.
4. Evaluate, support, and supervise all bus operators, mechanics, and maintenance workers of various classification titles employed by the Board. Recommend such personnel for rehire, disciplinary action, or commendation as and when appropriate.
5. In coordination with school system directors and school principals, ensure that extra-duty assignments are properly offered, assigned, and documented for bus operators, mechanics, custodians, and maintenance workers of various classification titles employed by the Board.
6. ~~Plan, support, and monitor the procurement, allocation, deployment, and use of supplies and equipment needed to maintain and repair the county's bus fleet.~~
Plan, support, and monitor the deployment and use of supplies and equipment needed to maintain and repair the county's bus fleet.
7. ~~Plan, support, and monitor the procurement, allocation, deployment, and use of custodial supplies throughout the county.~~
Plan, support, and monitor the deployment and use of custodial supplies throughout the county.
8. Plan, support, monitor, and, as necessary, provide staff development for bus operators, mechanics, custodians, and maintenance workers of various classification titles employed by the Board.
9. Monitor school system compliance with county, state, and Federal law and policies regarding student transportation and facilities maintenance and security and recommend actions to correct any non-compliance to the Superintendent.
10. Serve as liaison to regulating and oversight agencies in areas concerning student transportation and facilities maintenance and security, including but not limited to the State Fire Marshal, West Virginia Department of Education, West Virginia Division of Highways, West Virginia Department of Environmental Protection, and local municipalities and law enforcement agencies, and provide timely updates and recommendations to the Superintendent regarding their activities.
11. Provide timely updates to the Superintendent regarding road conditions and other calamities which may require the delay of opening or the closing of a school(s).
12. Prepare and deliver reports, presentations, and analyses as required.
13. Attend meetings, conferences, and professional development opportunities as required.
14. Perform other duties as assigned by the Superintendent.

Qualifications

1. Must hold a bachelor's degree or greater.
2. Must have excellent oral and written communication skills and ability to use technology-enhanced and technology-enabled tools and applications.
3. Demonstrated, successful experience in facilities maintenance or school transportation is required; demonstrated, successful experience in both areas is preferred.
4. Demonstrated, successful administrative experience is preferred.

Physical demands

This position may involve light to moderate lifting, reaching, and grasping, with frequent, short periods of walking, standing, and sitting. The position may also require the ability to clearly see, hear, read, write,

talk, and type as necessary for communication with colleagues, students, and members of the community and the operation of computer applications. Most educational settings occur indoors with low to moderate sound levels, though exceptions may include outdoor activities for recess, physical activity, etc., and louder environments such as gymnasiums, auditoriums, musical performance spaces, etc.

Reasonable accommodations will be made for individuals with disabilities both temporary and permanent.

Adopted by the Roane County Board of Education on May 27, 2021.

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