

## **CHILTON COUNTY SCHOOLS**

### **JOB TITLE: Executive Director of Operations**

#### **QUALIFICATIONS:**

1. Master's Degree in Educational Leadership with valid Alabama certificate in administration/supervision or educational leadership
2. Minimum of five years teaching and/or administrative experience.
3. Maintain a current Alabama School bus physical as required by state law or the Alabama State Department of Education.
4. Possess and maintain a valid Alabama bus driver license (BDL) and commercial driver's license (CDL), with P/S endorsement.
5. Certified by the State Department of Education in Capital Planning and Facility Assessments.
6. Must meet background clearance requirements as specified by Alabama statues and State Board of Education regulations.

#### **FLSA STATUS: Exempt**

#### **REPORTS TO: Assistant Superintendent**

#### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

#### **REQUIRED DUTIES AND RESPONSIBILITIES:**

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Supervise and administer the operation of the total school plant and departments of athletics, child nutrition, construction and maintenance, personnel, student services and transportation.
3. Oversee technology director, child nutrition (CNP) director, transportation supervisor, maintenance supervisor, school attendance officer, and lead nurse
4. Oversees all aspects of school safety including, but not limited to:
  - a Monitor and document the administration of all safety drills
  - b Attend training and professional development regarding all aspects of school safety
  - c Be aware of and implement required school safety measures
  - d Serve as the point of contact for all school resource officers (SRO's)
  - e Regularly inspect facilities and their safety needs

- f      **Serve as the point of contact for all school safety questions related to the nSide (school safety software) program**
  - g      **Assist local school administrators with scheduling and documenting required drills**
  - h      **Create an annual school safety calendar and checklist for schools, administrators, and SRO's**
  - i      **Seek funding through any sources available to improve student safety**
  - j      **Participate in annual budgeting and financing of all school safety initiatives**
5.      **Plans, develops, and maintains information regarding short and long-term facility projects, and the maintenance of facilities and equipment.**
  6.      **Assists in monitoring all new construction projects**
  7.      **Facilitates the preparation of the departmental budget and monitors expenditures.**
  8.      **Acts as liaison for the Energy Management Program.**
  9.      **Coordinate and oversee the Helping Family Initiative (HFI)**
  10.     **Oversees disciplinary hearings in conjunction with the hearing officer and reports back to the superintendent.**
  11.     **Provides oversight (in conjunction with the superintendent) of the formal complaint process and procedures as they relate to non-academic issues**
  12.     **Assist with all issues regarding athletics including eligibility, scheduling, and handbooks**
  13.     **Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.**
  14.     **Responds to inquiries and requests in a timely and positive manner.**
  15.     **Maintains and submits required reports, records, and correspondence in a timely and accurate manner.**
  16.     **Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.**
  17.     **Oversees the establishment of school bus routes and stops that adhere to the SDE, LEA and Department of Public Safety guidelines and instructions.**
  18.     **Assists principals and drivers in the development of procedures for loading and unloading of buses as requested.**
  19.     **Oversees the development of a regular maintenance schedule for school system buses and vehicles.**
  20.     **Oversees coordination with Special Education department regarding transportation needs for students.**
  21.     **Oversees purchasing for the department in accordance with school system financial procedures.**
  22.     **Oversees the implementations of required school bus safety inspections.**
  23.     **Oversees inventory control for the department in accordance with school system financial procedures.**

24. Participates in the development of vehicle specifications for bids as needed.
25. Maintains an accurate and up-to-date insurance listing of all buildings, equipment, and vehicles owned by the Chilton County Board of Education.
26. Assists with obtaining information needed to report accidents involving Board-owned vehicles.
27. Works with State Department of Education in the training and certification of school bus drivers.
28. Oversees the CDL drug-testing program for the Chilton County Board of Education.
29. Collaborates with school administrators, administrative personnel, and/or SDE or other transportation professionals on task forces, problem solving and/or planning teams to improve transportation services.
30. Evaluates the job performance of assigned staff in accordance with school system procedures.
31. Engages in professional growth, ongoing training, and demonstrates professional ethics and effective leadership.
32. Creates positive working relationships with the State Department of Education.
33. Assumes other reasonable and equitable job-related duties as assigned by the immediate supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Broad knowledge of facilities and maintenance operations and transportation for schools.
2. Excellent oral and written communication, public relations, and interpersonal skills.
3. Ability to manage, supervise and evaluate personnel.
4. Ability to plan, organize, supervise, and evaluate the operation and maintenance of all school facilities and properties.
5. Ability and willingness to work after hours, weekends, or holidays when necessary.
6. Ability to be punctual and in regular attendance.
7. Successful experience in supervision and management in an educational setting.
8. Experience in organizing, providing professional and/or staff development.
9. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, highly intensive work environment.

**EVALUATION:**

Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

**SOURCE:** Chilton County Schools, Clanton, Alabama

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Chilton County Board of Education reserves the right to amend the job description as needed.

APPROVED  
CHILTON COUNTY BOARD OF EDUCATION  
DATE 3-17-2025