



<b>Job Title:</b>	Job Title: <b>Director Of Operations</b>	<b>Job Category:</b>	Central Office
<b>Department/Group:</b>	Chilton County	<b>Term of Contract:</b>	12 months/240 days
<b>Location:</b>	Chilton County Board of Ed	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$84,748.00-\$93,434.00	<b>Position Type:</b>	Full Time
<b>Reports to:</b>	Superintendent		

**Job Description:** Serve as liaison between Superintendent and various department heads to develop the district's current and long-term capability by leading all non-instructional operations Transportation, Maintenance, Child Nutrition, Safety/Energy, School Nurses, Student Services)

## Responsibilities

- Provide oversight to the Safety Coordinator/Energy Manager
- Provide oversight and assistance to the athletic, band and all extracurricular activities/teams/clubs.
- Provide oversight to Student Transportation
- Provide oversight to Child Nutrition Program
- Provide oversight to School Maintenance and report activity
- Provide oversight to school attendance officer by maintaining, updating, and enforcing the attendance program for the district's students.
- Provide oversight to Student Services by coordinating and assisting with programs to support schools, students, and parents.
- Provide oversight of the complaint process and procedures as they relate to nonacademic issues.
- Be familiar with and follow Board of Education policies.
- Federal and State Reports as assigned.
- Execute all other tasks and responsibilities as assigned by the Superintendent.



### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

### **Experience**

5 or more years of classroom experience.

Minimum of 2 years administrative experience.

### **Education**

Master Degree in Education Administration

### **Certificates & Licenses**

Teaching Certificates in any area

Educational Administration Certification