



Deputy Superintendent of Operations

Purpose Statement

The Deputy Superintendent of Operations is responsible for supporting the execution of the district's vision and direction by overseeing and aligning critical district administrative functions, processes, and special projects that engage multiple divisions. This executive level position has oversight responsibility for construction and facility projects, budget and financial matters, debt management, transportation, nutrition services, technology, maintenance, custodial and grounds services, purchasing, auditing, payroll, and benefits, and serves as the Board of Education liaison for the Superintendent.

This position reports to the Superintendent

Essential Functions

- Oversees the development and monitoring of the annual budget for revenue and expenditure projections, enrollment projections, and the long-range facilities plan to manage the school district's fiscal responsibility.
- Oversees the district debt structure and makes recommendation for improvement.
- Oversees the analysis of contractual agreements for legal and strategic compliance.
- Oversees the development of appropriate system of internal controls to ensure that district assets are properly safeguarded and records and reports are accurate and complete.
- Manages and oversees all real estate matters including purchases, sales, transfers, and other legal requirements.
- Engages with legal counsel for district matters.
- Maintains various budgetary functions to ensure compliance with regulatory and administrative requirements.
- Supports collective bargaining for the purpose of directing the negotiations on financial issues.
- Support the delivery of business services, and all operational services including but not limited to transportation, nutrition services, purchasing and distribution, custodial and grounds services, facilities services, and risk management services.
- Oversee the negotiation of employee benefits including broker selection, risk financing options including retention levels and broker selection, bond underwriter services, realtor services, financial auditor services, and internal auditor services.
- Directs the development of bond projects, bond approvals and bond issuances.

- Serves as Plan Administrator for the District's medical plan; sets strategies for the Plan and monitors the complaint resolution process.
- Serves as the Board Liaison, supporting the Superintendent, including internal audit services; participate in required district Board and committee meetings and other activities deemed necessary.
- Manages a variety of complex situations, crisis incidents and media inquiries as appropriate.
- Provides general administrative and departmental assistance to the Superintendent in the execution of district operations; coordinates and facilitates a wide variety of projects; and assists in the development and prioritization of program planning for the improvement of the District's Strategic Plan.
- Maintains records as required by law and per district policy and administrative practices and procedures.
- Establishes administrative regulations to comply with adopted school board policies; and, assists in the interpretation and execution of the policies and regulations.
- Leads a high performing team of leaders; and models and sustains a culture of high performance and service orientation among team members.
- Provides visionary leadership for the departments and programs which directly impact operations for the purpose of ensuring the support of student success.
- Establishes strategic objectives for operations and ensures alignment between schools, departments, and programs that deliver that service for the purposes of furthering the district's strategic plan.
- Supports and develops school leaders by gathering feedback from stakeholders, monitoring progress, and coaching performance for the purpose of continuously improving operational supports, and the district climate.
- Participates in community engagement for the purposes of advocating for identified priorities and increasing community support, including professional membership and service on local, state, and national committees and boards.
- Monitors legislative actions affecting K-12 education and communicates with legislators, lobbyists and other administrators to assist with influencing state legislation.
- Performs personnel administrative functions (e.g., evaluating, supervising, training, etc.) for the purpose of enhancing productivity of personnel and achieving objectives.
- Presents information to the Board, Department of Elementary and Secondary Education, district staff, etc. in order to accurately communicate information and gaining feedback.
- Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc. to resolve problems, provide information and/or refer to appropriate personnel.
- Participates in meetings, workshops and seminars in order to convey and/or gather information required to perform functions.
- Prepares a wide variety of materials in order to document activities and issues, meet compliance requirements, and/or provide supporting materials for requested actions.

- Collaborates with internal and external personnel to determine best practices.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization policies and procedures and/or monitoring program components.
- Supports the Superintendent for the purpose of serving as liaison with other District personnel, outside agencies and the public.
- Represents the collective work of the district to both internal and external audiences; demonstrates and conveys clear understandings and communications with stakeholders, executive leadership team, existing and potential partners.
- Establishes administrative regulations to comply with adopted school board policies; assists in the interpretation and execution of the policies and regulations.
- Leads a team of leaders and models and sustains a culture of high performance and service orientation among team members.
- Supervises and evaluates work of all assigned staff; develops recommendations for staff which may involve staff development, placement, dismissal, or reassignment of personnel in conjunction with the appropriate district staff personnel.
- Serves as a liaison and ensures on-going communications with district staff, as well as community and school organizations.
- Represents the district as assigned by the Superintendent; serves as an advisor for various issues; and makes public presentations.
- Takes all necessary and safety precautions to protect students, equipment, materials and facilities.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- A strong belief in the vision, mission and educational model of the district with the ability to work in a fast-paced, entrepreneurial, flexible and autonomous environment.
Strong analytic, performance management, accountability and systems-thinking orientation needed to inform strategic planning and execution.
- Innovative, forward thinker with demonstrated competency in strategic thinking and leadership.
Excellent communication, influencing and negotiation skills with a keen ability to navigate among all levels of the organization, the school network and with external stakeholders. Ability to build and maintain strong relationships with others to support the operations of the school district.
- Demonstrates cultural competency and a deep understanding of and empathy for students, families, staff and the community.
- Demonstrates excellent execution and project management skills.
Knowledge of and demonstrates excellence in effective change management for culture, systems and practices.

- Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to, district personnel, students, families and the community.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing multiple departments; utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment & Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 30% sitting, 35% walking, and 35% standing. This job is performed in a generally clean and healthy environment. Work environment is primarily inside, where the noise and temperature levels are moderate. The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Must possess the physical ability to work primarily with fingers, perceive the nature of sounds, make rational decisions through sound logic and deductive processes, express or exchange ideas by the spoken word, substantial movements (motions) with the hands, wrists, and/or fingers, and discern letters or numbers at a given distance. Additionally, the following physical abilities are required: balancing, grasping, hearing, manual dexterity, mental acuity, reaching, repetitive motion, speaking, visual acuity and walking.

Education and Experience

Bachelor's degree in related area, required. Master's degree in job-related area, preferred.

Five years of recent and relevant school leadership experience within a specialized field with increasing levels of responsibility is required, with proven experience leading effective teams, individuals, managing organizational change and initiating key innovations.

Miscellaneous Requirements

Background clearance, the results of which must be satisfactory to the district, required

Certificates and Licenses

Administrator Certification as required by the MO Department of Education or Certified Administrator School Finance & Operations (SFO), required.

FLSA Status: Exempt/Per contract agreement

Salary Grade: Negotiated

Social Security Contribution: Dependent on certification and retirement system requirements