

## **Director I of School Operations**

Location Name: Central Office

Salary Min: USD \$125,000.00/Yr.

Salary Max: USD \$140,000.00/Yr.

Category: Central Office

# of Openings: 1

Close Date: 6/13/2025

Subject: Not Applicable - Non-Instructional Position

Purpose and Scope

### **SUMMARY DESCRIPTION**

Delivers a high level of competency in school operations, working on unusually complex problems and providing solutions that are highly innovative and ingenious, achieving quality and work process improvement.

#### **Essential Job Functions**

This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the primary job elements.

1. Provides operational leadership and oversight to department managers and staff in coordinating and implementing school-based support, ensuring efficient delivery of services that assist principals, Regional Superintendents, and school programs.  
Delivers direct operational and administrative support to the Regional Superintendent to enhance school functioning and student success.
2. Oversees and supports the operational planning and execution of school and district improvement processes, ensuring alignment with district priorities.  
Facilitates the delivery of essential services and resources to schools to support continuous performance improvement, based on state standards and locally determined indicators.
3. Collaborates with the Regional Superintendent and other district departments to develop and monitor short- and long-range operational plans for schools. Provides professional guidance in aligning and coordinating key operational supports related to School Improvement Plans, grant implementation, instructional operations,

academic interventions, and compliance matters to ensure schools and principals are well supported.

4. Directs, manages, and supports the implementation of the state curriculum for schools and ensures programs are in compliance with state and federal instructional guidelines.
5. Executes emergency management oversight and support ensuring the district is prepared for, responds to, and recovers from emergencies or crisis:
  - Emergency Preparedness Planning: Develop and implement emergency management plans, response protocols, and recovery strategies.
  - Employee Training: Organize and conduct regular emergency response drills and training sessions.
  - Incident Response Coordination: Oversee the districts response to emergencies, such as natural disasters, fires, medical emergencies, or security threats. Includes managing resources, communication, and coordination with external emergency services.
  - Communication and Reporting: Ensures clear and effective communication during an emergency, both internally and externally to the public.
6. Coordinates with direct reports to determine the type, scope, and purpose of analyses. May lead a team in the effort. Collaborate with other directors to complete assigned project work.
7. Directs, manages, and assists in the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned service, activities, and operations; provides for appropriate research and compiles reports.
8. Direct, manages, and assign activities for Back to School and Closing-Out of Schools.
9. Provides leadership and a high degree of ingenuity, creativity, resourcefulness, and competency in school operations, and is viewed as an expert within the district.
10. Addresses unusually complex problems and provide solutions that are highly innovative and ingenious, achieving quality and work process improvements. Ensures that the workgroup's goals and activities are coordinated with and support the broader goals and objectives of the organization and that the execution of responsibilities is in accordance with lawful and ethical

11. Supervises managers and direct reports to effectively recruit, train, motivate, delegate, monitor and evaluate their activities, including hiring, firing, and disciplinary decisions. Provide staff with the resources needed to perform successfully.
12. Supervises and work collaboratively with other managers and management representatives in School Operations to achieve a system-wide result. Formulate local targets, goals, and activities that are in synch with and support the broader goals and objectives of the
13. Receives, respond and facilitate inquiries, concerns, complaints from the community and parents regarding issues, programs and policies.
14. Develops a deeper partnership with principals, coaches, department managers within the Academic
15. Executes the responsibilities according to lawful and ethical standards. Use personal judgment and initiative to develop effective and constructive solutions to challenges and
16. Coordinates with directors of selected departments to ensure that the appropriate instructional and operational support is provided for the area of expertise.
17. Serves as a key member of the Academic Operations and School Support Leadership cross-functional team.
18. Develops and provide targeted system-wide professional development around customer service and school culture/climate.
19. Performs other related duties as assigned or directed.

#### Minimum Qualifications

Minimum of five (5) years of principal experience with 3 years of a proven track record with achievement, growth, and culture and climate. Valid Tennessee Administrator's license, along with other certifications as required by state and local policies (e.g., Tennessee professional teacher's license) or equivalent. *Five or more years of school administrative experience is preferred. Experience in Emergency Management, Law Enforcement, or equivalent, with adult professional development and training is required.*

(PROOF OF EDUCATION, TRAINING, AND/OR EXPERIENCE IS REQUIRED)

Degree Equivalency Formula:

Bachelor's Degree= 4 years plus required years of experience.

Master's Degree= 2 years plus required years of experience. Where Master's degrees are required, years for Bachelor's Degrees must be included.

Additional Job Details

Salary min. \$125,000.00 to max. \$140,000.00

Interested persons must apply through the MSCS Careers website: <http://www.scsk12.org/>