

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: ASSISTANT SUPERINTENDENT-OPERATIONS SYSTEMS SUPPORT SERVICES**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs a variety of supervisory and administrative tasks in directing the development, alignment and implementation of district operations. Employee is responsible for analyzing, implementing, monitoring and assessing the results of the system-wide systems support needs; setting specific short and long-term goals, developing training programs to meet specific needs, and evaluating effectiveness of implemented plans. Employee assists individual department leaders and other individuals with identifying existing internal/external development opportunities. Employee works with other divisions and outside agencies to share information and determine the most effective means of meeting operational standards. Employee assists with developing strategic plans for the system in transportation, building services and emergency management. Reports to the Chief Operations Officer.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Supervises and evaluates Transportation, Building Service, and Emergency Management.

Works with the Chief Operations Officer to evaluate existing systems and professional development needs based on general observations and the results of measures against KPI's (key performance indicators).

Prepares and delivers written and oral presentations to the Board of Education, principals, teachers, parents, and community groups; attends regular meetings of the Board; conducts staff meetings; attends other related meetings.

Conducts special projects as requested; serves as a guest speaker at various school system and/or community functions; and makes presentations as required.

Maintains various records and creates summary reports of progress in the division.

Assumes leadership role to assist with long-range strategic planning including developing system-wide budget, plans, policies and activities.

Supervises and conducts personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.

Performs various tasks and projects and serves as the designee for the Chief Operations Officer in his/her absence from the district.

## ASSISTANT SUPERINTENDENT – OPERATIONS SYSTEMS SUPPORT SERVICES

### **ADDITIONAL JOB FUNCTIONS**

Monitors legislation affecting school system as it pertains to school district transportation, maintenance and safety and security issues.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in public administration or related field, and 6 to 9 years of experience in school administration or other related fields, including knowledge of transportation, maintenance, school security and project management. Master's degree in public administration or related field preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Broad leadership experience at multiple levels preferred.

### **SPECIAL REQUIREMENTS**

Must possess a valid driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, calculators, copiers, facsimile machines, etc. Must be able to exert an eligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, roster, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

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**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and government technology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; to determine percentages and decimals; and to apply the principles of algebra and geometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of federal, state, and local regulations regarding transportation and other systems administration.

Thorough knowledge of County and School Board policies, procedures and standards regarding education.

Considerable knowledge of the organization and communication channels of the school system.

Considerable knowledge of the ethic guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules, and regulations.

Considerable knowledge of the current literature, trends, methods, and developments in transportation, building maintenance, and safety and security.

Considerable knowledge of principles of supervision, organization and administration.

Skill in assisting, developing and supporting staff.

Skill in collecting new ideas on project planning organization development from outside sources.

## ASSISTANT SUPERINTENDENT – OPERATIONS SYSTEMS SUPPORT SERVICES

Ability to review and evaluate the overall effectiveness of large programs.

Ability to develop goals and long-range plans for large programs.

Ability to develop policies, procedures and standards for services offered.

Ability to accurately interpret state and federal regulations and school policies.

Ability to use common office machine, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to establish and maintain effective working relationship as necessitated by work assignment.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.