

SCHOOL DISTRICT OF DIXIE COUNTY

JOB DESCRIPTION

EXECUTIVE DIRECTOR for SUPPORT SERVICES

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or School Principal.
- (3) Minimum of six (6) years successful experience in education to include administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret and enforce Florida statutes, State Board rules, and School Board policies. Knowledge of the Americans with Disabilities Act (ADA). Ability to demonstrate administrative and technical expertise in multiple areas including finance, risk management, purchasing, transportation, facilities, maintenance and management information services. Knowledge of regulations pertaining to health, safety, and environment issues. Ability to use effective public relations skills. Ability to effectively use problem-solving skills. Ability to plan, manage and supervise. Demonstrated strong written and oral communication skills.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent substantially and effectively by providing leadership for the planning, development, implementation, and evaluation of a comprehensive program of support services to facilitate successful educational programs and support services throughout the District.

SUPERVISES:

District Maintenance Supervisor
 District Maintenance Workers
 District Management Information
 District Technology Specialist
 Warehouse Foreman
 Transportation Coordinator
 Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Oversee the safe operation of all schools including facilities and transportation.

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Revised: 7/9/07

EXECUTIVE DIRECTOR for SUPPORT SERVICES (Continued)

- * (2) Oversee and ensure correct operation of Management Information Services, Network, and Risk Management Programs.
- * (3) Assist in the planning and construction of new facilities.
- (4) Oversee transportation surveys.
- * (5) Organize and maintain bus routes.
- (6) Oversee bus monitoring and evacuation drills.
- * (7) Oversee calculation of transportation FTE.
- (8) Counsel bus drivers concerning community / parent concerns.
- (9) Coordinate transportation audits.
- (10) Oversee monthly bus inspections.
- (11) Oversee initial and annual training of all bus drivers.
- (12) Oversee the drug testing program for bus drivers.
- * (13) Supervise electronic data entry activities in District.
- * (14) Oversee maintenance and operation of District computer network.
- (15) Arrange in-service for District and school data entry personnel.
- (16) Apply for competitive grants related to MIS and Network.
- * (17) Oversee FTE projections and communicate with DOE and District finance officer regarding FTE submissions.
- * (18) Oversee major renovation and repair projects.
- * (19) General oversight of all maintenance personnel.
- (20) Oversee in-service training for maintenance personnel.
- (21) Oversee the timely action on all work orders with priority given to safety and emergency related items.
- (22) Oversee maintenance records including purchases, installation locations and appropriate identification markings.
- (23) Serve as NEFEC contact for risk management.
- * (24) Supervise property and casualty claims reporting.
- * (25) Supervise Workers' Compensation reporting activities.
- (26) Oversee student accident and sports insurance program.
- * (27) Develop and maintain District safety program.
- (28) Assist the District in ADA compliance.
- * (29) Oversee PECO fund projects.
- * (30) Coordinate District facilities surveys.
- (31) Oversee FISH (Florida Inventory of School Houses) update.
- * (32) Provide general oversight of all building projects.
- (33) Ensure that all facilities meet applicable fire, safety and sanitation codes.
- (34) Maintain and update District asbestos plan and oversee projects.
- (35) Maintain and update District radon plan and oversee projects.
- (36) Maintain and update District's DEP safe water plan and oversee projects.
- (37) Work with principals/head custodians in the procurement of quality cleaning materials and equipment and arrange for necessary in-service from commercial suppliers.
- (38) Ensure that MSDS (Material safety Data Sheets) are on file at each school site.
- (39) Oversee surplus property sales.
- * (40) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- * (41) Prepare or oversee the preparation of all required reports and maintain all required records and files.

EXECUTIVE DIRECTOR for SUPPORT SERVICES (Continued)

(42) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

* Essential Performance Responsibilities

Job Description Supplement Code 5