

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXECUTIVE DIRECTOR, SCHOOL SUPPORT SERVICES

SALARY SCHEDULE: ADMINISTRATIVE – A

COST CENTER: SCHOOL BUSINESS SERVICES (9025)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Minimum of five (5) years experience in the construction / facilities related field.
- (3) Minimum of five (5) years experience in transportation.
- (4) Management and budgetary experience necessary.

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 budget, personnel, purchasing, transportation, construction, facilities, maintenance and collective bargaining. Knowledge of regulations pertaining to health, safety and environmental 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 and interpersonal skills.

REPORTS TO:

Assistant Superintendent, School Business Services

JOB GOAL

To provide leadership in the planning, development, implementation and evaluation of a comprehensive program of school physical plant services and District operations.

SUPERVISES:

Director, Facilities Services
 Director, Construction Services
 Supervisor, Transportation

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct a comprehensive program of school plant construction, maintenance, transportation and support services that will enhance a safe, clean, attractive and pleasant school atmosphere.
- * (2) Manage and monitor the operation of the school bus fleet in accordance with state laws, rules and regulations, School Board policies and procedures and other appropriate guidelines.
- * (3) Ensure all School Board vehicles are routinely serviced.
- * (4) Develop school bus routes in accordance with community needs and School Board policy.
- * (5) Establish an effective training program to ensure school bus drivers achieve a high standard in driving skills.
- * (6) Establish inservice education courses for employees.
- * (7) Establish a safety program to ensure that the school bus fleet is operated in the safest manner possible.
- * (8) Develop and recommend, to the School Board for approval, policy in regards to the school bus fleet and transportation support facilities, to include opening and closing times for schools.
- * (9) Develop and submit an annual budget for the Transportation Department.

EXECUTIVE DIRECTOR, SCHOOL SUPPORT SERVICES (Continued)

- *(10) Respond to discipline problems and coordinate with principals and parents in the resolution of discipline and school bus-related problems.
- *(11) Respond to requests from community groups to discuss school bus operations in a public relations role.
- *(12) Ensure school bus routes are organized in the most efficient manner commensurate with good management techniques and state guidelines.
- *(13) Prepare and present recommendations to the School Board for the upgrade or improvement of District facilities.
- *(14) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- *(15) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- *(16) Respond to inquiries or concerns in a timely manner.
- *(17) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- *(18) Work closely with District and school staffs to support school improvement initiatives and processes.
- *(19) Disseminate information and current research to appropriate personnel.
- *(20) Keep well informed about current trends and best practices in areas of responsibility.
- *(21) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(22) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- *(23) Promote and support professional growth for self and others.
- *(24) Develop annual goals and objectives consistent with and in support of District goals and properties.
- *(25) Maintain a network of peer contacts through professional organizations.
- *(26) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(27) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(28) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(29) Serve on District, state or community councils or committees as assigned or appropriate.
- *(30) Represent, consistently, the District in a positive and professional manner.
- *(31) Provide leadership and direction for the assigned areas of responsibility.
- *(32) Provide leadership and guidance in the development of annual goals and objectives for assigned departments or programs.
- *(33) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(34) Assist in implementing the District's goals and strategic commitments.
- *(35) Serve as a member of the District Service Team.
- *(36) Exercise proactive leadership in promoting the vision and mission of the District.
- *(37) Provide oversight and direction for cooperative planning with other agencies.
- *(38) Set high standards and expectations for self and others.
- *(39) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(40) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(41) Facilitate problem-solving by individuals or groups.
- (42) Perform other incidental tasks consistent with the goals and objectives of this position.

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- *(43) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.

Job Description Supplement No. 11

*Essential Performance Responsibilities