



Pickens County Board of Education Job Descriptions

SUPERVISOR OF OPERATIONS

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Superintendent

QUALIFICATIONS:

1. Minimum Masters Degree (L-5 School Administration prefer Specialist (L-6) or higher.
2. Five years successful experience as a school level administrator.
3. Ability to work effectively with all levels of employees

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Supervision of Transportation Director, Maintenance Director, Food Service Director, and Campus Police with personnel and operational issues.
- Assist the Director of transportation and Maintenance in planning and implementation of M & O and Transportation annual plan and budget.
- Supervise and monitor the work of the Food Service Director and assist in the planning and implementation of the annual food service plans and budget.
- Assist in the development and preparation of the annual system budget.
- Ensure adherence to necessary safety procedures.
- Provide leadership in safety by heading a Safety Committee to review safety concerns and recommend solutions to safety problems.
- Ensure all facilities are meeting or exceeding current codes (fire, boiler safety, electrical, plumbing).
- Assist in short and long term planning for support services by coordinating with district and school level personnel.
- Coordinate maintenance department with Director of Special Projects as needed.

- Will supervise budgets for maintenance and operations, transportation, and campus police.
- Serve as liaison between all district directors and principals and the maintenance, transportation, and school food service departments.
- Assist the Superintendent with boundary changes and other facility utilization changes that may be needed in the school system
- Assist in evaluating road conditions to determine if buses can safely operate.
- Perform other duties as assigned by the Superintendent.