

**ZANESVILLE CITY SCHOOLS DISTRICT
JOB DESCRIPTION**

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| TITLE: | DIRECTOR OF OPERATIONS | REPORTS TO: | Superintendent |
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TRAINING QUALIFICATIONS

- Bachelor's degree or higher from an accredited college or university.
- Valid Ohio principal's certificate/license or a valid Ohio supervisor's certificate/license or experience equivalent to the position.
- Minimum of five years experience in education or business.
- And/or any additional qualifications, training or other credentials, as determined by the Board of Education.

REQUIRED SKILLS AND ABILITIES

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

JOB GOAL

To involve material and human resources efficiently and effectively for the educational development of all students, preparing them for the world of work.

WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

DUTIES AND RESPONSIBILITIES

1. Directs and manages the related services of the district and work with all departments to ensure the children of the district receive a high quality education.
2. Oversees the district's safety plan and ensure compliance with the appropriate laws, rules and policies.
3. Coordinates the implementation of laws, rules, regulations, and policies related to student services of the district.
4. Serves as a consultant and/or resource person to school personnel, students, parents, and various community members regarding all students and programs.
5. Attends staff, professional, and inter-agency meetings when appropriate.
6. Coordinates the development and implementation of safety procedures throughout the district.
7. Supervises the planning and providing of appropriate services to meet the needs of students entering the district.
8. Develops budget recommendations and provides expenditure control on the established budget for Special Education.
9. Assists the Director of EMIS in the monitoring billing for excess costs for special education students receiving services within this district who have a different district of residence.
10. Recommends to the superintendent, in consultation with building principals and special education coordinators, the number and type of special education staff required to meet all relevant state and Federal laws and necessary to meet the needs of each special education student as prescribed on his/her IPE.
11. Assists the building principals, on an as needed basis.
12. Coordinate with the Educational Service Center complete and cumulative individual records of all children in the district.
13. Coordinates contractual agreements with outside agencies providing services to any of our students.
14. Assumes responsibility for own professional growth and development, including new legal requirements; for keeping current with the literature, new research findings, and improved techniques; and for attending appropriate professional meetings and conventions.
15. Conducts on-going needs assessments, assists in the planning and evaluation of current services and plans appropriate services to meet the needs of students.
16. Supervises the Nurses and works with the District Leadership Team on health issues.
17. Supervises Attendance Office & works with attendance issues.
18. Coordinates home schooling and the return of home schoolers.
19. Works with the Director of EMIS on the Civil Rights Reports due to the Federal Government as required by law.
20. Coordinates non-Special Education Home Instruction students.
21. Serves as hearing officer for suspension appeals.
22. Attends Board of Education meetings as requested by the superintendent.
23. Performs other duties as assigned by the superintendent.

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| TERMS OF EMPLOYMENT | 260 Contract Days |
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