

MT. DIABLO UNIFIED SCHOOL DISTRICT
EXECUTIVE DIRECTOR OF OPERATIONS

Primary Function

Assist the Superintendent by directing, overseeing, administering and being accountable for the delivery of services and programs related to non-instructional operations for the District; provide leadership and supervision to senior management and other assigned staff.

Directly Responsible To

Superintendent

Supervision

Any department leadership under Operations
Senior Administrative Secretary
Other certificated and classified staff as assigned

Major Responsibilities

1. Direct, oversee, administer and be accountable for the overall delivery of services related to non-instructional operations for the District.
2. Provide leadership, direction, and supervision to senior management and other assigned staff.
3. Ensure the operational support of instructional programs is in compliance with relevant standards and established operating practices by providing efficient information systems and technologies, supporting purchasing and warehouse, facilities management and maintenance, transportation services, and student nutrition.
4. Collaborate with a wide variety of internal and external groups for the purpose of planning and implementing effective operations; create long-and short-term plans and goals to address and meet organizational objectives
5. Maintain constant communication and contact with the Superintendent concerning the day-to day operations of the district.
6. Compile data and prepare or direct the preparation of a wide variety of reports for the purpose of analyzing issues, ensuring compliance with established policies and procedures, and/or monitoring non-instructional operations.

7. Serve as a member of the District's management team facilitating and participating on committees as assigned.
8. Assist the Superintendent in planning, recommending and implementing policies, procedures and accountability goals for the non-instructional operations of the District.
9. Recommend and provide solutions to a wide variety of complex issues for the purpose of addressing the business needs of the District.
10. Assist the Superintendent with special studies, projects, investigations, and correspondence.
11. Represent the Superintendent at meetings of staff and community groups, as requested.
12. Assist the Superintendent in developing background and information materials for meetings of the Board of Education.
13. Receive and resolve concerns and answers questions from staff members and the public.
14. Perform other duties as directed by the Superintendent.

Education and Experience

A minimum of five years leadership experience in a school district leadership or a large and complex organization required. Postgraduate work in educational leadership, business administration, public administration, finance, communications, finance or related field is desired.

Licenses and Other Requirements

Valid California driver's license.

Qualifications

Knowledge and Skills

1. Organizational development principles and practices.
2. Techniques and strategies for managing a large, diverse organization.
3. District business operations, programs and services that support curriculum and school instructional programs including the integration of educational technology.
4. Applicable sections of California Education Code and other applicable codes, laws, rules, and regulations related to assigned activities.

5. Programs and issues that affect district schools.
6. Public education systems and county and community resources and agencies.
7. Interpersonal skills using tact, patience and courtesy.
8. Operation of a computer and assigned software.
9. Principles and techniques of budget preparation and control.
10. Oral and written communication skills

Ability to

11. Provide leadership, direction and accountability in the administrative and non-instructional functions of the district.
12. Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
13. Provide effective and efficient oversight of district business operations to meet goals and objectives.
14. Interpret, apply and explain rules, regulations, policies and procedures.
15. Establish and maintain cooperative and effective working relationships with others.
16. Analyze problems, make decisions, and be responsible for those decisions.
17. Implement collaborative and team building processes.
18. Facilitate group discussions and lead community meetings and task force teams as needed.
19. Meet schedules and time lines.
20. Supervise and evaluate the performance of assigned staff.

Physical Abilities

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Board Adoption: to be reviewed

Range 36