

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position: Assistant Superintendent for Operations

Supervisor: Superintendent

General Job Description: The Assistant Superintendent for Operations shall perform such duties as are delegated by the Superintendent. He/She will direct the operational management of the district. He/She will share in the development, application, and interpretation of school and administrative policies.

Essential Duties and Responsibilities:

1. Demonstrates foresight, examines issues and takes initiatives to improve the quality of education in the community.
2. Embraces and encourages the acceptance of diversity.
3. Uses effective people skills to communicate.
4. Provides and maintains an environment where optimal student growth can take place.
5. Demonstrates instructional leadership.
6. Demonstrates an understanding of the dynamics of the educational organization.
7. Effectively manages the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Uses supervision, staff development and performance evaluation to improve the educational program.
9. Maintains a familiarity with current educational issues through a process of ongoing personal development.
10. Use supervision, staff development and performance evaluation to improve the performance of employees. To do this, the administrator follows procedures consistent with the state and local Support Performance Evaluation Plan.
11. Comply with all School Board policies and administrative regulations.
12. Supervise all functions for the following support services:
 - A: Maintenance and custodial services
 - B: Food services
 - C: Transportation services
 - D: Purchasing services
13. Supervise the maintenance, inventory, and storage of the school's vehicles, equipment, and furniture.
14. Responsible for insurance programs.
15. Develop and implement the District Facilities Improvement Plan.
16. Supervise the maintenance of district grounds.
17. Supervise design of new construction and renovation to district building and grounds.
18. Prepare documents and coordinate activities with the Critical Capital Outlay Unit and the Facilities Unit of the State Department of Education.
19. Serve as liaison with the City of Clovis, Curry County, Cannon AFB, and New Mexico governmental agencies in matters concerning public safety, public works, transportation, and facilities.

Additional Duties and Responsibilities:

1. Serve as the only person acting on the behalf of the Superintendent, who will obligate the district in contractual commitments.

Qualifications:

1. A master's degree, in education and/or business preferred.
2. A valid New Mexico administrative license as required by the State of New Mexico, and/or licensed C.P.A..
3. Five years of experience in public school administration and supervisions and/or teaching, or equivalency in business.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Appointment:

The Assistant Superintendent for Business shall be recommended by the Superintendent and appointed by the Board of Education.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, ladder climbing, driving, and moving light furniture may be required.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

1. Knowledge of multimedia equipment, calculators, and current technology.
2. Ladders as needed to inspect roofs and/or work sites.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. Must make site or home visits when needed or appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.

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Revised 4/03