

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant Superintendent, Operational Services	REPORTS TO:	Associate Superintendent, Administrative Services/ Chief Financial Officer
DEPARTMENT:	Operational Services	CLASSIFICATION:	Management 06
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	Competitive & Negotiable

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on English Learners and Special Education students through the effective management of assigned areas; plan, organize, control and direct the District's operational services including Maintenance, Facility Planning and Management, Purchasing, Transportation and Food Services to ensure timely delivery of high quality services to meet the needs of sites and departments; provide information to Assistant Superintendents and School Site Leaders regarding operational services along with state and federal legislation; supervise and evaluate the performance of assigned personnel and provide clear, constructive feedback to improve staff effectiveness.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students; value risk taking and innovation in support of performance improvements throughout the District. *E*

Plan, organize, control and direct a variety of programs, projects and activities related to operations services including maintenance, facility planning and management, purchasing, transportation and food services to ensure timely delivery of high quality services to meet the needs of sites and departments. *E*

Provide technical expertise and support to District and site personnel regarding assigned functions; formulate and develop effective policies and procedures to accomplished stated goals. *E*

Develop, plan and implement strategic long and short-term plans and activities; provide leadership to the goal-setting process in support of expanding practices proven to raise student achievement . *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; ensure accuracy of federal and State reporting regarding operational services. *E*

Attend or chair a variety of meetings; represent the District in collaborative/partnerships/task forces with the City, County, human service agencies, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned by the Superintendent or Chief Financial Officer. *E*

Communicate and collaborate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information and to ensure effective services; ensure proper implementation and clear communication of activities and services to the sites and departments. *E*

Supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Develop, prepare and submit for approval the annual budget for Special Education Services; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District. *E*

Serve as a member of the Superintendent=s Cabinet. *E*

Monitor and review existing and proposed laws and regulations affecting operational services.

Visit school sites and classrooms on a regular basis to identify best practices and ensure effective operational services implementation providing a safe, clean and orderly learning and working environment to meet the needs of students, families and staff. *E*

Perform related duties as assigned by Superintendent or designee. *E*

EDUCATION AND EXPERIENCE:

Any combination equivalent to: advanced degree in business administration, engineering, or related field and seven years increasingly responsible management experience in one or more of the areas managed.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of operational services in assigned areas.
Accurate budget preparation and control.
Oral and written communication skills.
Principles and practices of management.
Applicable laws, codes, regulations, policies and procedures.
Technical aspects of field of specialty.
Public contract code.
Construction management techniques.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer to enter data, create documents and generate reports.
Labor Relations law and employee contracts.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Blend analysis, knowledge, and insight to effectively assess and employ information to enhance personal and organizational performance.
Create competitive and breakthrough strategies and plans to take full advantage of the changing environment.
Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
Plan, organize and direct a variety of services comprising Operational Services.
Communicate, understand and follow both oral and written directions.
Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
Analyze legislation accurately and adopt an effective course of action.
Plan and organize work to meet schedules and time lines.
Work collaboratively and build positive relationships with a diverse range of stakeholders.
Demonstrate leadership to all stakeholders by inspiring, collaborating and motivating others to reach a common goal.
Ability to translate theory into action.
Work independently with little direction and many interruptions.
Demonstrate loyalty and high ethical standards.
Exercise judgment and discretion in interpreting and applying policies and legislation.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.

Maintain current knowledge of technological advances in the field and program rules, regulations, requirements and restrictions.
Learn new or updated computer systems/programs to apply to current work.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, seeing and hearing to conduct work; speaking to exchange information and make presentations; walking to inspect construction sites; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies and other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions