



# **RUSH COUNTY SCHOOLS**

**Mr. Jim Jameson Ed.S.  
Superintendent**

## **Job Description**

**Title:** Director of Operations

**Reports to:** Superintendent of Schools

### **Summary:**

The Director of Operations is responsible for overall operations of the district, including development and maintenance of facilities and grounds. In addition the position plays a central role school district planning and analysis of current programs, support systems and expenditures.

### **Responsibilities:**

- Serve as the Transportation Director.
- Oversee every aspect of school facilities.
- Serve as the manager of all facility construction projects
- Provide information to the Superintendent and Board regarding long-term facility needs and planning. Create a rolling 3-year plan.
- Interview and select employees in the areas under supervision.
- Assist building administrators in understanding and planning their respective capital needs and plans.
- Take part in appropriate professional development to stay abreast of current practices and regulations.
- Attend meetings of the Board of Trustees and provide the Board with timely, relevant reports and updates as determined by the Superintendent.
- Maintains effective liaison with representatives of neighboring school systems and representatives of professional organizations for the developing of improved practices.
- Assists the Superintendent in planning for new construction, remodeling and modifications of facilities.
- Other duties as assigned by the superintendent.

**Language Skills:**

Ability to read, analyze, and interpret professional and technical journals, financial reports, and legal documents. The ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to administrators, public groups/community, and the Board of School Trustees.

**Education and/or Experience:**

Minimum of a Bachelor or Master's Degree, previous school administration experience desired.

**Terms of Employment:**

1. The contract length is 261 days per year.
2. Salary, benefits, and length of initial and continued employment will be determined according to the qualifications, abilities, and experience of the individual employed.

**Evaluation:** Job performance will be evaluated by the Superintendent.