

**Killeen Independent School District
Job Description**

Job Title: Director for Campus Operations

Reports To: Assistant Superintendent for Learning Services

FLSA Status: Exempt

SUMMARY

Assists the Assistant Superintendent for Learning Services in the daily operations of campuses, ensuring campuses are efficient and meeting the operational needs of the district. Supports district and campus leadership as related to campus operations and compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Coordinates and supports the implementation of educational programs and district initiatives, to include the Superintendent's Advisory Council.

Works in collaboration with the campus Student Activities Coordinators to coordinate and support the implementation of high school graduation, mid-year graduation, and summer graduation.

Reviews, coordinates, and monitors internal and external requests to conduct research within the district.

Plans, creates, coordinates, and manages district level systems to support campus operational efficiencies.

Serves as a liaison between campus leadership and district departments to support campus operations.

Serves as the point of contact for campus operational emergencies.

Partners with the Executive Directors for elementary and secondary to promote positive operational change at the campus.

Analyzes current campus operational processes and reports on campus operations and procedures and provides recommendations on how to achieve more effective or efficient operations.

Develops, implements, and revises operational procedures, policies, and guidelines to promote effective campus operations.

Assists in operational planning and provides operational training to staff.

Works in collaboration with campus and district leadership to ensure staff has received required annual training.

Works with campus leadership to facilitate the development and implementation of the campus improvement plan and monitors the plan throughout the school year to ensure compliance with state and federal guidelines.

Assists with the development and implementation of the District Improvement Plan and District Goals and monitors the plan throughout the school year to ensure compliance with state and federal guidelines.

Works with various departments, campus leadership, and district leadership to ensure compliance with state and federal guidelines.

Works with campus and district leadership to develop strategic plans and coordinate, implement, and submit annual report to the Board on the district's progress toward the Early Childhood and CCMR Board-Adopted Plans and Goals.

Interprets, develops, recommends, and monitors compliance to policies and regulations that govern the overall operation of campuses.

Informs campus and district administration of developments and changes in state, federal, and local laws affecting campus operations; ensures district implementation and compliance of policies established by federal and state law and State Board of Education rules.

Monitors the operations and activities of campus staff to ensure that the campuses and programs function in accordance with state and district policies, administrative guidelines, and sound practices.

Develops, manages, and supports compliance with corrective action plans.

Coordinates district SBDM elections, schedules SBDM meetings, and plans agenda. Manages and supports the assessment of organizational needs and the design, implementation, and evaluation of programs that facilitate the continuous improvement of staff.

Performs a variety of research functions, gathers data, and compiles statistics.

Prepares internal and external correspondence and informational materials for multimedia presentations.

Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

OTHER QUALIFICATIONS

Ability to use databases, spreadsheets, word processing, and presentation software; ability to use statistical software such as SPSS or SAS. Must have the technical skills as related to research and planning needs.

EDUCATION and/or EXPERIENCE

Master's degree in Business Administration, Public Administration, Education or equivalent, three years of related experience, a minimum of three years' campus experience as an educator, and college courses in research and statistics, required.

CERTIFICATES, LICENSES, REGISTRATIONS

Teacher Certification, required; Principal Certificate, preferred

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to members of the board of trustees, administrators, principals, staff, students, and general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

MENTAL DEMANDS / PHYSICAL DEMANDS/ ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; district vehicle

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel. The noise level in the work environment is usually quiet/moderate.

Revised Date: October 20, 2020

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.