

Killeen Independent School District Job Description

Job Title: Director of District Operations
Reports To: Superintendent
FLSA Status: Exempt

SUMMARY

Supports activities of the office of the Superintendent by performing assigned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Keeps Superintendent informed and current on significant activities and actions on-going in the district.

Attends/represents Superintendent at various meetings when the Superintendent is absent.

Provides administrative support to the Superintendent in preparation for school board meetings and workshops, and manages/operates the digital presentation at board meetings and board workshops.

Performs a variety of research functions for the Superintendent.

Represents the Superintendent at civic and military functions, as required.

Advises the Superintendent on military protocol and other military related matters.

Develops and manages district-wide surveys using a web-based program.

Meets with parents on behalf of the Superintendent to listen to complaints or requests for information.

Researches parent complaints as required and responds to parents.

Coordinates activities and arranges meetings with various departments.

Serves on administrator interview panels as needed.

Serves as primary point of contact for Fort Hood School Liaison Officers.

Analyzes and reports on District operations, business practices and procedures and provides recommendations on how to proceed or to achieve more effective or efficient operations.

Serves as the Election Administrator for the Board of Trustees Election.

Compiles operational statistics and gathers such data as the Superintendent may require.

Serves on staff committees and attends meetings.

Assists in the preparation of requests for proposals and coordinates subsequent and related administrative actions.

Negotiates business related contracts, leases, and memoranda of agreement.

Manages KISD real estate including coordinating and executing legal requirements for the sale, purchase, or lease/rental of property by or to KISD.

Conducts research and prepares internal management and audit reports.

Evaluates office production, revises procedures, or devises new forms to improve efficiency of workflow.

Coordinates and assists with revisions of district policies and procedures conducting the necessary research of changes in law and policy.

Ensures internal and external customer service.

Conducts management and legal coordination on school district operations matters with offices of city, state, and federal government.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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.

EDUCATION and/or EXPERIENCE

Master's degree in Business Administration, Public Administration, Education or equivalent and five years of related experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond effectively to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or the board of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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.

OTHER ABILITIES and SKILLS

Ability to operate a variety of computer software.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close-up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: June 9, 2022

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.