



Maplewood Richmond Heights School District

2650 South Hanley Road Suite #300
St. Louis, MO 63144
(314)644-4400 Fax: (314)781-3160

Director of Operations 23-24 School Year

Supervisor: Superintendent

Primary Responsibilities: Responsible for overseeing the maintenance and appearance of all facilities, construction of district buildings and grounds, food service, safety, and transportation operations. The Director is responsible for maintaining the physical school plant and grounds to provide a safe, clean, and comfortable learning environment so that full educational use may be realized at all times and provide opportunities for use by the community. Supervise and evaluate maintenance managers, custodial managers, food service managers, and their respective employees. The Director of Operations serves as a key member of the District Leadership Team, ensuring that district operations meet high standards of operational excellence, and enables instructional leaders and staff to focus on driving strong student achievement outcomes.

Qualifications/Experience: Qualifications & Education:

- Graduate degree required; educational leadership certification required
- 5 years minimum work experience, preferably in education and/or business or operations management
- 3 years minimum work experience managing a team and large projects with operational oversight and budget management
- Strong project and time management skills; ability to effectively backward plan, manage multiple priorities with great attention to detail and deliver consistent and timely results
- Strong strategic and analytical skills with an aptitude for systems-building
- Strong ability to proactively solve problems and make decisions quickly
- Collaborator with strong interpersonal and stakeholder management and relationship-building skills

Education/Training/Experience: Minimum requirement of High School Diploma and combination of experience/training to provide required skills and abilities. Prior work experience is preferred.

Essential Duties:

School Operations Leadership & Operations Team Management

- Develop and maintain organized systems for preventive maintenance, maintenance repairs, cleaning, landscaping, and grounds work.
- Ensure that all school operations run seamlessly daily, proactively problem solves, and develops systems where needed
- Develop the school's budget and facilitates district-wide-wide operations planning
- Hire, manage, coach, and develop, and evaluate school operations, team members
- Hold the district operations team and vendors accountable for goals and outcomes
- Regularly conducts facilities walkthroughs and liaises with custodial staff/vendors to ensure that the facility looks clean, professional, warm, and inviting
- Support sustainable practices and oversee the maintenance of district demonstration gardens and sustainability projects.
- Communicate regularly with the Board of Education regarding facility updates and programs.
- Keep current with knowledge and skills for operations of building systems, security, facilities planning, equipment, and federal, state, health, and local building safety codes and regulations.
- Conducts safety audits of facilities

Food Service

- Oversees food service administration with district vendor, setting and managing meal schedules,, and state reporting
- Owns logistics of communications and external relations through parent letters, weekly staff notes, and surveys; serves as campus liaison with food service vendor

Transportation

- Supervises all aspects of the Routing and Scheduling area and safety programs of the Transportation Services Department.
- Gathers data and provides reports on pupil transportation services as needed to District Administrators.
- Oversees and assesses the accuracy of the automated routing and scheduling system.
- Projects yearly pupil transportation needs and costs.
- Maintains standards of accountability and quality control measures for Transportation Services.
- Develops/updates/implements all policies and procedures relative to the Routing and Scheduling Section.
- Ensures training and compliance for the department

Risk Management and Compliance

- Ensure that the school is prepared for emergencies by conducting all drills and training staff on emergency plans

- Administers security policy, procedures, and programs to ensure effective and professional security operations throughout the district
- Primary school district representative for all city emergency management operations and functions, including serving as a point of contact during crises
- Coordinates with principals to manage all school-based security resource officers (SRO)
- Determines any special security needs for public meetings or district-wide activities and/or events
- In collaboration with building principals and Maplewood Police Department, manages the evaluation of all school resource officers
- Develops procedures and protocols to prepare for, prevent, respond to, and recover from emergencies and maintains the districts Crisis Management Plan
- Makes presentations to various community groups and organizations about school safety and security
- Ensure all required safety training & drills are completed according to mandated rules and regulations.
- Coordinate and manage equipment inspections (fire alarm, elevator, boiler, backflow devices, etc.)
- Obtain and maintain required Asbestos Inspections and Management Planner certification.
- Establish and maintain partnerships with the cities of Maplewood and Richmond Heights.
- Communicate regularly with the Board of Education regarding facility updates and programs.
- Perform any and all other duties prescribed by the Superintendent.

Terms of Employment The Director of Operations is employed for a twelve-month period as an administrator with salary and benefits established by the Superintendent of Schools and Board of Education.

Any qualified person who would like to be considered as a candidate for this position should apply online at: <https://mrhsd.tedk12.com/hire/index.aspx>

Notice of Non-Discrimination

The Maplewood Richmond Heights School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of

the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Dr. Shonda Ambers-Phillips, Assistant Superintendent of HR and DEI 2650 S Hanley Road Suite 300 St. Louis, MO 63144 314-644-4400 shonda.ambers-phillips@mrhschools.net

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

Posting: 2/17/23

***MRH School District reserves the right to close any job posting when a suitable applicant has been found before the deadline date.**