

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** OPERATIONS COORDINATOR **File 117**

**Reports to:** Superintendent

**Job Objectives:** Administers districtwide purchasing, maintenance, custodial, transportation, and food service programs. Oversees facility-planning activities. Keeps the superintendent informed about emerging issues.

**Minimum Qualifications:**

- Academic preparation and supervisory experience in assigned areas of responsibility.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Strong organizational, planning, and project management skills.
- Computer skills and knowledge of business and accounting software.
- Ability to interpret and comply with safety regulations and environmental laws.
- Meets all prerequisite qualifications to be bonded.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the delivery and continuous improvement of business and support services.
- Participates as an active member of the district's management team.
- Upholds board policies and follows administrative procedures.
- Addresses issues that arise during the absence of the superintendent.
- Maintains visibility. Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.
- Helps develop and implement the district's continuous improvement plan. Develops a strategy to accomplish personal performance objectives within specified time lines.
- Helps evaluate the ongoing relevance of board policies. Develops recommendations to update administrative procedures.
- Uses personal discretion to address emergency situations not covered by administrative procedures. Reports actions undertaken to the superintendent.
- Serves as a liaison to residents, other school systems, institutions, and community organizations as directed. Works with the community to maintain a strong commitment of financial support.
- Responsible for developing a Safety Training and OSHA Training program for the school district.
- Provides staff leadership. Develops action plans. Helps resolve problems. Maintains open and effective communications with staff and the community.
- Serves as the district's purchasing agent.
- Administers the board-approved budget for assigned areas of responsibility. Ensures that collection/dispersal procedures are properly documented.
- Manages cost-control programs. Prepares revenue and expense projections for all cost centers. Ensures that collection and dispersal procedures are properly documented. Helps develop line items for the annual appropriations measure.
- Helps prepare bond sale prospectuses. Administers the board-approved permanent improvement budget. Prepares competitive bid specifications.
- Recommends and monitors the performance of contractors/vendors.
- Assists the treasurer with the management of the district's non-consumable

asset.

- Administers insurance programs (e.g., property, liability, fleet, student, etc.).
- Helps building administrators keep emergency preparedness plans up-to-date (e.g., fire drills, tornado drills, safety procedures, etc.) when requested.
- Manages non-school use of district facilities (e.g., rental, scheduling, setup, etc.).
- Provides for the periodic inspection of all district facilities. Develops short-and long-range facility-use plans. Supervises new construction and renovation projects. Ensures compliance with building codes and ADA accessibility standards.
- Oversees the provision of effective maintenance and custodial services.
- Serves as the district liaison to governmental regulatory agencies. Monitors compliance with safety regulations and environmental laws.
- Administers the district's energy conservation and asbestos abatement programs.
- Oversees the provision of a food service program. Ensures compliance with all health, food quality, safety, and child nutrition guidelines.
- Oversees the supervision of a safe and efficient student transportation system.
- Participates in classified and substitute staff selection and orientation processes.
- Periodically reviews and updates classified personnel job descriptions.
- Ensures the equitable distribution of workloads and extra assignments. Provides for coverage during staff absences. Approves time sheets.
- Expresses high expectations and monitors staff performance. Collaborates with supervisors to improve staff competencies. Supports opportunities for staff to develop and/or improve skills. Participates in staff evaluations when requested.
- Assists with classified personnel wage and benefit negotiations as directed.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Identifies and recommends funding opportunities.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory Responsibility:** Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to airborne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance Evaluation:** Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Adopted 2/13/2006