

**Job Title:** Executive Director Operations Support Services    **Wage/Hour Status:** Exempt  
**Reports to:** Chief Operations Officer    **Pay Grade:** 109  
**Dept./School:** Operations Support Services    **Date Revised:** June 15, 2024

---

**Primary Purpose**

Provide executive leadership in the management capacity of operations support services by working closely with the chief operations officer and other members of the operations leadership team to facilitate district support between central office, schools, and community.

**Qualifications**

**Education/Certification**

Bachelor’s Degree or equivalent experience  
Clear and valid Texas driver’s license

**Special Knowledge/Skills**

- Knowledge of Operations Management
- Ability to manage budget and personnel
- Ability to interpret policies, procedures, and data
- Strong organizational, communication, and interpersonal skills
- Excellent communications, public relations, and interpersonal skills

**Experience**

Five (5) years in operations management or related administrative experience  
Three (3) years in K-12 educational leadership

**Major Responsibilities and Duties**

**Management**

1. Provide leadership, to ensure initiatives related to support services are result-oriented and aligned with the district’s mission, beliefs, and strategic goals.
2. Serve as a team member of the operations leadership team and participate in district-wide planning, development, and evaluation to support divisional initiatives and processes.
3. Provide input in development of policies and administrative guidelines for areas of responsibility, and support implementation of programmatic goals and objectives district wide.
4. Advice and counsel the chief operations officer on areas of responsibility and recommend necessary actions for the most efficient operation.
5. Exercise proactive leadership in promoting the vision and mission of the district and empower others to make decisions and carry out responsibilities in support of the district’s objectives.
6. Prepare and deliver written and oral presentations to the board of trustees and superintendents cabinet on operational issues and regularly attend community and board meetings.
7. Work with legal staff on contracts, request for qualifications and proposals advertisement.
8. Serve with other educational leaders on work groups, committees, and project action teams that directly support schools.
9. Develop and maintain a district long range facility master plan.
10. Develop and maintain a comprehensive furniture replacement schedule.
11. Work with the district operations leadership and bond strategist on bond planning.
12. Develop a comprehensive property acquisition plan.
13. Organize the sale of district surplus properties and delegation of future development.
14. Attend regular owner architect construction meetings.
15. Work with the procurement department on the liquidation of surplus fixed assets.
16. Serve as a community liaison for the operations leadership team.

**Policy, Reports and Law**

- 17. Implement federal and state law, State Board of Education rule, and local board policy related to maintenance, custodial, transportation, and food & nutrition operations.
- 18. Compile, maintain, and file reports, records, and other documents required for maintenance, custodial, transportation, and Print Shop.

**Budget and Inventory**

- 19. Prepare and administer the department’s budget and monitor budgets for assigned departments.

**Personnel Management**

- 20. Promote an organizational climate that result in positive staff morale and openness in the District.
- 21. Supervise activities of staff assigned to the department.
- 22. Develop and coordinate in-services for continuing staff development.
- 23. Recruit, train, evaluate and supervise support services personnel and make sound recommendations regarding personnel placement, transfer, retention, and dismissal.

**Safety**

- 24. Maintain safety standards in conformance with federal, state, and insurance regulations; and develop a program of preventive safety.
- 25. Ensure equipment is maintained, operating and optimum condition.

**Other**

- 26. Perform duties related to a disaster when needed.
- 27. Attend professional development activities to keep abreast of innovative techniques in maintenance custodial, transportation and food & nutrition operations.
- 28. Respond to after-hours emergencies when needed.
- 29. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise and evaluate performance of assigned personnel

**Physical and Mental Job Requirements**

Mental Demands/Physical Demands/Environmental Factors  
Maintains emotional control under stress. Work frequent prolonged and irregular hours. Frequent districtwide travel.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

---

---

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

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section

504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.