

**COSHOCTON CITY SCHOOLS  
JOB DESCRIPTION**

**File 120**

BOE Approved Date: \_\_\_\_\_

**TITLE:** **Director of Operations**

**REPORTS TO:** Superintendent

**EVALUATED BY:** Superintendent

**EMPLOYMENT STATUS:** Established by Individual Contract

**FLSA STATUS:** Exempt

**SUPERVISES:** Bus Drivers, Maintenance, and Custodial

**JOB OBJECTIVES:** To coordinate the safety and security functions for the district and to enable each student, through safe and efficient transportation, and building and grounds management, to take full advantage of curricular and extracurricular activities offered by the Coshocton City School District.

**NOTE:** The numbers below are not ranked in order of importance.

***PERFORMANCE RESPONSIBILITIES***

1. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
2. Prepares, with Superintendent, bus routes for all special education, public and non-public schools in the district as well as students experiencing homelessness.
3. Prepares and updates bus schedules for all special education, public and non-public schools in the district.
4. Recruits, trains, and supervises all bus drivers and makes recommendations on their employment, transfer, promotion, and release.
5. Prepares and administers the transportation and maintenance budget.
6. Maintains safety standards in conformance with state and insurance regulations.
7. Develops recommendations for future equipment and personnel (regular and substitute) needs.
8. Acts as liaison with parents for complaints and special requests.
9. Conforms to all state laws and regulations regarding school transportation.
10. Completes and dispatches insurance reports.
11. Maintains personnel and any other necessary records.
12. Oversees maintenance, preventive maintenance, and servicing at regular intervals of Board of Education vehicles.
13. On mornings when bus operations would pose significant danger to student safety due to weather or road conditions, the Director shall consult and advise the Superintendent or his designee.
14. Responsible for coordinating snow removal.
15. Serves as hearing officer for 1<sup>st</sup> level local grievance procedure for those personnel under his/her direction.
16. Serves as co-drug testing coordinator for the district.
17. Administer CDL requirements and State certification requirements for drivers.
18. Evaluates all transportation, maintenance, and custodial employees
19. Oversees the maintenance of the school grounds (lawns, shrubbery, playgrounds, driveways, parking areas, playing fields).

## **Job Description, continued**

### **Title: Director of Operations**

20. Maintains equipment associated with performance responsibilities.
21. Coordinate inspection and maintenance of playgrounds.
22. Develop and administer construction and management for outdoor facilities projects.
23. Inspects and maintains stadium and track areas, including outdoor restrooms.
24. Maintains a preventive maintenance plan on filters, dust collectors, grease traps, etc.
25. Coordinates with the school staff the performance of duties and determines work schedules.
26. Orders materials and supplies to maintain orderly building operation and maintains inventory of said materials and supplies.
27. Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency.
28. Have a workable knowledge of some of the following skills: electrical, plumbing, heating, welding, carpentry, and painting and custodial duties.
29. Reports major repairs needed promptly to the Superintendent.
30. Advise the Superintendent on all security matters.
31. Evaluate the district's security program on a continuing basis and recommend changes as necessary to the Superintendent.
32. Work with Treasurer to supervise/coordinate the Bureau of Workers Compensation Program.
33. Check district facilities regularly during times when facilities are not in use.
34. Work with Superintendent/Treasurer to acquire safety/security equipment and programs that are appropriate to the needs of the schools.
35. Assist with administration of an in-service training program for security and annual of district's safety plan.
36. Work closely with the sheriff or state police official regarding the implementation of regular building checks, routine security procedures, and special security problems that may occur.
37. Act as liaison with public safety authorities on all matters affecting school security.
38. Maintain respect at all times for confidential information, e.g., student and staff records.
39. Attend meetings and in-services as required by Superintendent.
40. Coordinate with Building Principals the district's safety program.
41. Recommend to Superintendent goals and objectives for a safe and healthy environment.
42. Act as chairperson for district Safety Committee.
43. Facilitate in-service programs and activities for a safe school environment.
44. Performs any other duties as assigned/required by the Superintendent.

### **Other Duties and Responsibilities:**

- Advise all personnel on rules and regulations pertaining to the district policy manual
- Interact in a positive manner with staff, students and parents
- Make contacts with the public with tact and diplomacy
- Promote good public relations by personal appearance, attitude and conversation
- Respond to routine questions and requests in an appropriate manner
- Displays appropriate interpersonal skills with fellow supervisors and administration.
- Ensure safety of students, staff, and visitors

### **Required Knowledge, Skills, and Abilities:**

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to operate various office equipment
- Effective, active listening skills
- Knowledge of public school policies and practices
- Organizational and problem solving skills

**Job Description, continued**  
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**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction with inclement weather or other adverse conditions
- Operation of a vehicle in inclement weather conditions
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Requirement to travel, both daily and overnight
- Weekend/evening/summer work
- Occasional lifting, pushing or pulling of up to 25 pounds

**TERMS OF EMPLOYMENT:** Twelve months with appropriate vacation. Compensation and work hours to be determined annually by the board.

**EVALUATION:** Performance of this job will be evaluated annually.

**The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.**

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date