



Job Description

Position Title: Executive Director of Operations

Employee Group: Administration

Contract Length: 261 days

FLSA: Exempt

Supervisory Responsibilities: Director of Business Services
Director of Facilities / Safety
Director of Human Resources
Director of Technology
District Registrar
Food Service Program
Transportation Program

Reports to: District Administrator

Qualifications:

1. Master's Degree
2. Valid Wisconsin DPI administrative license
3. Minimum of 5 years in the educational setting
4. Demonstrates strong skills in organizational leadership and strategic alignment.

Position Summary:

The Executive Director of Operations prioritizes the allocation and management of district resources in alignment with strategic goals, ensuring the fiduciary management of the district is transparent and robust.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

A. Leadership

The Executive Director of Operations will:

- Support the vision for the district that is articulated by the District Administrator.
- Partner with the district administrator to provide positive leadership to create and cultivate safe and positive school culture and climate for students and staff.

- Ensure the involvement of staff in shared decision-making under administrative leadership.
- Work with the operations departments to develop and support departmental goals that reflect the educational objectives of the district.
- Gather and analyze data to inform decision making and for making recommendations to the board.
- Model principles of self-awareness, reflective practice, transparency, ethical and professional behavior.
- Gather input and data from staff on his/her own performance.

B. Human Relations

The Executive Director of Operations will:

- Collaborate to promote clear expectations, well-defined channels of communication and relationships between administrators, students, parents/guardians, and staff.
- Respond to inquiries from a variety of stakeholders for identifying relevant issues and recommending or implementing action plans.
- Involve stakeholders in gathering and disseminating information related to school and district programs and policies.
- Develop and employ constructive problem-solving strategies with staff, supervisors and colleagues in the district.
- Contribute to the administrative team in a collaborative, cooperative and constructive manner to support the overall vision and goals of the district.
- Promote positive relationships with students, parents/guardians, staff and the community.

C. Personnel

The Executive Director of Operations will:

- Supervise and evaluate assigned staff by implementing established district policies, procedures and protocols.
- Participate in the interviewing and recommendation process as requested by the district administrator.

D. Financial Operations

The Executive Director of Operations will:

- Partner with the Director of Business Services in preparing the annual school budget and presenting it for approval to the Waunakee board and public.
- Work closely with the directors within operations to obtain, allocate, align and efficiently use human, fiscal and technological resources.
- Promote sound fiscal decisions, in line with the district's strategic goals, and establish clear and transparent systems of fiscal control and accountability.

- Use the bidding process to select Food Services and Transportation providers or contractors.
- Participate in planning related to staff benefit programs, including wellness initiatives.
- Facilitate communication on financial topics through the Budget Committee.

E. Facilities

The Executive Director of Operations will:

- Attend all meetings related to the construction of new schools, major remodeling projects, or capital projects approved by the school board and community.
- Participate in the District Safety Committee and planning related to student, staff, and community safety efforts.
- Partner with the Director of Business Services to present referendum financial plans and funds management.
- Facilitate communication with the School Board through the Facility Committee.
- Collaborate with internal and external stakeholders on fundraising efforts designed to improve District facilities.

F. Transportation

The Executive Director of Operations will:

- Negotiate with the bus contractor on an annual basis for student transportation services.
- Work with the bus manager in adjusting bus routes whenever necessary
- Make recommendations to the board concerning hazardous transportation areas, alternative transportation options, equipment and other matters related to transportation.

G. Professional and External Relations

The Executive Director of Operations will:

- Present effectively to and/or represent the district in a variety of settings for maintaining ongoing community support for education goals and the district.
- Serve as advocate for the district in the referendum /construction/ project management process
- Participate in professional learning activities on a local, state and national level.
- Develop relationships with community agencies and activities to support the district's program.
- Understand and interpret the role of federal, state and regional governments, policies and politics and their relationships to local districts and schools.

H. Other Functions

The Executive Director of Operations will:

- Attend all board meetings and committee meetings related to operations and as designated by the district administrator.
- Serve as the district administrator during the absence of the district administrator.
- Recommend policies to be adopted concerning the operations of the district.
- Follow district policies and promote a positive image of the District at all times.
- Properly handle confidential matters relating to the functioning of the district.
- Use legal counsel in governance and procedures to avoid civil and criminal liabilities.
- Perform other duties and manage special projects as assigned by the district administrator.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Excellent written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as spreadsheets, District reporting forms, procedure manuals, and governmental regulations.

Ability to effectively and persuasively present information and respond to questions from diverse groups of administrators, staff, and community members.

Knowledge of best practices in education

Ability to independently and cooperatively define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good and effective relationships with others. Good human relations skills.

Ability to prioritize complex tasks and establish project timelines.

Ability to use job-related equipment using pertinent software applications.

Adapt to changing work priorities with interruptions.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, and turning. Ability to sit and stand for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision.

Work Environment

This job is performed indoors in an office setting and in public spaces. The noise level in the work environment is low to moderate. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: March 2019

Revised: September 2023