

Wachusett Regional School District

EXECUTIVE STAFF

JOB DESCRIPTION

TITLE:

Director of Operations

QUALIFICATIONS:

The Director of Operations shall have completed graduate study beyond a Master's Degree with at least ten years of successful employment experience in education, including teaching, supervision, and administration. The Director of Operations shall be certified as an Administrator by the Commonwealth, certification as an Assistant Superintendent preferred. The Director of Operations shall possess successful experience in areas such as curriculum development, evaluation and supervision, grant writing and administration, management of schools and central administration, professional development, and coordination of management functions throughout a school system. The Director of Operations shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

The Superintendent of Schools

PERFORMANCE EVALUATION:

The Director shall be evaluated annually based on the goals and objectives composed and agreed to by the Director and the Superintendent.

REPRESENTATION STATUS:

Individual Employment Contract with the District

JOB RESPONSIBILITIES:

The Director of Operations is the chief operational and curriculum officer of the Superintendent and is a member of the Superintendent's Executive Staff. As a member of the Executive Staff, he/she shall provide leadership for the School District, represent the Superintendent as appropriate at official school and community functions, inform the Superintendent of changes in trends, laws, rules, or regulations in his/her area of expertise, and provide reports to the Superintendent of his/her activities and as

requested. The Director of Operations shall conduct his/her duties in full compliance with applicable federal and state law and local ordinance and shall uphold all policies and procedures promulgated by the School Committee and/or the Superintendent. The Director of Operations in conjunction with the Superintendent shall develop annual job goals that will become part of the criteria used to evaluate the Director of Operations.

In carrying out these responsibilities, the Director of Operations shall:

1. Plan and oversee services for pupils in the school system that promote pupil welfare and support the general instructional effort;
2. Prepare the plans, delegate the authority, and implement the organizational procedures for the administration and coordination of support services, including assisting in coordinating and supervising the activities of support service directors;
3. Serve as the acting chief administrator of the District in cases of the Superintendent's absence from the District for an extended period of time;
4. Support the Superintendent in the continuous review and revision of operational goals and objectives and in concurrent efforts to measure progress toward their attainment, while developing and making recommendations to the Superintendent regarding the operation of the school system including assisting in the development of school system goals and objectives;
5. Coordinate the support services with the operational needs of the District;
6. Coordinate accountability efforts through the systematic gathering and reporting of meaningful data regarding the operations of the schools;
7. Coordinate and direct the curriculum and instructional program for the District, including conferring with all administrators of other services, directors, supervisors, coordinators, specialists, and other curriculum staff members on all problems of curriculum and instruction, and serving as a consultant to principals and teachers on all phases of the instructional program with a focus on coordinating the educational program among schools within the District;
8. Organize and coordinate the procurement of educational materials through the development of standardized lists in all curriculum areas and confer with commercial and educational representatives who visit the school system about such educational materials;

9. Coordinate the development of curriculum for the District to include recommending to the Superintendent policies and regulations pertaining to curriculum, communicating and implementing those policies, assisting in the development of individualized programs to provide needed flexibility as well as to provide an evaluation of new programs, assisting in the development and coordination of policies concerning experimental programs in curriculum, assessing curriculum needs for new, revised, or changes in content or delivery systems, directing curriculum studies in all subject areas with classroom teachers and others as appropriate, and developing and distributing those curriculum publications and materials that are prepared by staff and approved by the Superintendent and the School Committee, when necessary;
10. Establish annual and long-term goals for pupil services to include assessing the progress in reaching the stated goals, providing leadership in the periodic updating of school committee policies in pupil services, and assuring the orderly development, implementation, and improvement of pupil service efforts;
11. Coordinate the writing, implementation and evaluation of grants and special projects to include the development of such projects that are possible through state or federal legislation, local or cooperative partnerships, and/or grants;
12. Assist in the organization and direction of a District wide professional development system related to all instructional programs including cooperating with state colleges and universities, the Department of Education, and other private sources engaged in professional development activities and also providing professional development training to District employees within his/her area of expertise as part of the District's annual professional development program;
13. Keep abreast of new developments in curriculum, evaluation, and district management through readings, conferences, and other means of gathering training and knowledge and disseminate information to member of the administrative, instructional, and support staffs on a regular basis including conducting staff development seminars and lessons for the benefit of District employees;
14. Conduct performance evaluations of staff as assigned by the Superintendent in conformance with established procedures and under accepted criteria;
15. Advises the Superintendent on matters of student reporting and scheduling;

16. Advises the Superintendent on legal matters pertaining to students;
17. Prepares all reports required by local, state, or federal rule, regulation, or law and any other reports as required by the District or otherwise as well as prepares federal, state, and local grant applications pertaining to student services and applies for other competitive grants where appropriate;
18. Cooperates with public and private agencies, organizations, and professional personnel in developing out-reach programs for students;
19. Oversees the administration of the District special education, including the implementation of Individual Education Plans (IEP), state reporting systems, and service providers;
20. Administers the pupil personnel services of the District; and
21. Conduct other executive staff duties and responsibilities as directed by the Superintendent, including attending school committee meetings and subcommittee meetings as requested or required by the Superintendent or attending and participating in community meetings and working with community organizations; and, any other executive staff function required by the Superintendent.

SUPERVISES:

Principals
Administrator of Special Education
Curriculum Supervisor
Supervisor of Pupil Personnel Services
Other persons as assigned by the Superintendent

Updated on 4/24/97
Updated on 12/10/03

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 12/10/03