



Job Title: Assistant Superintendent for Safety and Operations

Exemption Status/Test: Exempt/Executive*

Reports to: Chief Financial Officer

Date Revised: June 25, 2019

Dept. /School: Safety & Operations

Primary Purpose:

Direct and manage the District's Security Department, Student Nutrition Services and Transportation Department. Coordinates the supervision of the School Resource Officers in accordance with the Board vision and mission, ensuring that students and staff enjoy a safe and functional environment at all times.

Qualifications:

Education/Certification:

Master's degree
Valid Texas Principal/Mid-Management Superintendent Certification or in progress
Doctorate preferred

Experience:

A minimum of five (5) years leadership experience in district administration, with at least three of the five years serving in the capacity of a campus principal.
Strong relationship with all three cities; police departments and city leaders (Garland, Rowlett, and Sachse)
Possess leadership, direction and coordination of departments relating to Security, Student Nutrition Services and Transportation

Special Knowledge/Skills:

Possess the ability to use a logical process to gather and analyze information, render judgements or commit to a plan of action
Ability to use multiple systems to enhance job (Skyward, Review 360, Oracle and Exchange, etc.)
Ability to manage budget and department personnel
Strong organizational, communication, and interpersonal skills
Ability to implement policies and procedures
Evidence of demonstrated leadership skills

Major Responsibilities and Duties:

Safety and Security

1. Manage the Security Department Director to ensure effective operations related to security, emergency management, and telecommunications within the District.
2. Work collaboratively with police chiefs, captains and lieutenants to serve as liaison between school and community to maintain the School Resource Officer program.
3. Monitor security assessment and safety drills for campuses.
4. Direct and manage operations related to security and safety management.

Student Nutrition Services

5. Manage the Student Nutrition Services Director to ensure effective operations.
6. Work directly with the Student Nutrition Services Director to ensure child nutrition operations meets regulatory and nutritional requirements for students.
7. Maintain oversight of purchasing guidelines for cost-effectiveness and adherence to regulated guidelines.
8. Supervise the activities of the Student Nutrition Services Department in accordance with District policies and applicable laws.
9. Advises Food Services Director of Student Nutrition of food and nutrition related policies and operational guidelines.

Transportation

10. Manage Director of Transportation to ensure effective management practices.
11. Monitor transportation operations to support instructional goals of the district.
12. Work directly with the Director of Transportation to monitor and maintain procedures and compliance of Court Order and required transportation reports.
13. Maintain efficient operations in regards to transportation routes and supplemental/overtime procedures.

Community Relations

14. Work with the community's civic, social and religious organizations to solicit support in obtaining the district's mission and education goals.
15. Maintain a budget for various functions to community events in all three cities to have a district presence and develop and nurture those relationships in our mission.
16. Attend and coordinate community related events to improve parental involvement for the student in the GISD.
17. Serve on boards and commissions of various organizations to enhance community relations in all three cities.

Other Duties Assigned/Expectations

18. Attend school related functions to support GISD students and campuses.
19. Coordination of internal and external written and verbal communications related to department functions as well as school board and community engagement activities as assigned.
20. Monitor, analyze and develop department structures, assignments and positions to maximize efficiency and effectiveness with assigned fiscal parameters.
21. Lead department efforts to support the District's strategic framework and annual District goals.
22. Oversee and implement professional development, supervision and evaluation program for operations department staff.
23. Adhere to Professional Code of Ethics and district Policies.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

**To meet the executive exemption test, the primary duty must be management and the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.