

(REVISED 8-19-04)
10-19-06
11-5-09
5-24-11

JOB DESCRIPTION

TITLE EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree and three to five years of upper level management experience; or combination of education and experience which provides the required knowledge, skills and abilities for this position. Experience in the supervision of one or more of the following areas: information technology, transportation, nutrition services, security and environmental management, or energy conservation.
Language Skills	Ability to read, analyze and interpret the most complex documents and procedures. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or school boards. Ability to communicate effectively with students, staff, parents and the community.
Mathematical Skills	Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations, and fundamentals of plane and solid geometry and trigonometry. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to talk and hear, stand, walk, sit, use hands to finger, handle, or feel; use hand to finger, handle, and feel; reach with hands and arms; stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee shall be free of any alcohol or non prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO

Chief Operational Officer

GENERAL RESPONSIBILITIES

1. Supervises the Director of Transportation, the Director of Nutrition Services, the Director of Security and Environmental Management, and the Director of Technology.
2. Develops and implements an Energy Conservation Plan designed to reduce costs for electric, water and other utilities while maintaining a healthy, comfortable environment for students and staff.
3. Develops, maintains and executes School District policies and Administrative Procedures related to transportation, technology, nutrition services, security and environment and energy conservation.
4. Supervises all aspects of the custodial services contract.

SPECIFIC RESPONSIBILITIES

1. Maintains the assigned departments according to policies and procedures of the School District, regulations of the Florida Department of Education, and statutes of the State of Florida and the U.S. Government.
2. Reviews and recommends the annual operating budgets for the assigned departments.
3. Participates in the development and implementation of the District Strategic Plan.
4. Attends School Board meetings as requested by the Chief Operational Officer.

5. Develops and recommends policies and administrative procedures to assure effective operation and management of the various Support Services Division functions.
6. Provides for effective and cost-efficient coordination of related transportation, nutrition services, technology, security and environment and energy conservation functions.
7. Assures that all District facilities are cleaned to maintain a safe, clean, attractive, pleasant, and efficient environment.
8. Develops, implements and supervises a District-level program of energy and utility management conservation that results in reduced costs while maintaining a safe, healthy environment.
9. Assures that the District's student transportation system is operated efficiently and cost effectively and maintained in a manner which provides safe and reliable service in accordance with state and federal statutes and regulations and District policies and procedures.
10. Assures that the District's fire, health, safety and security programs are operated efficiently and cost effectively in accordance with all applicable state and federal statutes and regulations and District policies and procedures.
11. Assures that the District's technology programs operate efficiently and cost effectively and meet the instructional and management needs of the District.
12. Assures that the District's nutrition services program operates efficiently and effectively and is in accordance with all state and federal statutes and regulations and District policies and procedures.
13. Assures that the District has effective emergency management and response, disaster preparedness and emergency shelter plans.
14. Conducts a periodic review of Support Service functions to determine when privatization is in the best interests of the District.
15. Performs such other duties as assigned.