

# ST. MARY'S COUNTY PUBLIC SCHOOLS SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

## ASSISTANT SUPERINTENDENT OF SUPPORTING SERVICES

POSITION: Assistant Superintendent of Supporting Services

REPORTS TO: Superintendent of Schools

LOCATION: Division of Supporting Services

### NATURE OF WORK:

The Assistant Superintendent of Schools and Operations is responsible for planning, organizing, directing, and reviewing the functions of the Division of Supporting Services, which includes the following departments: capital planning and green schools, design and construction, food and nutrition services, maintenance, operations, safety and security and transportation. Work will include collaboration with the Deputy Superintendent on instructional oversight, specifically in the area of instructional technology initiatives. Duties include supervising professional, certificated, managerial, technical, and clerical support staff. The work is performed under the general direction of the Superintendent of Schools.

### ESSENTIAL FUNCTIONS:

- Provides leadership, direction, and supervision for the departments of capital planning and green schools, design and construction, food and nutrition services, maintenance, operations and transportation, at the Division of Supporting Services for St. Mary's County Public Schools (SMCPS). Emphasis is on the administration and operation of the Division of Supporting Services.
- Formulates policy and development of school related procedures in the Division of Supporting Services for recommendation to the Superintendent.
- Oversees and coordinates the development of the operating budget for the Division of Supporting Services.
- Interprets and enforces SMCPS policies as they relate to support services.
- Understands the importance of staff development; works with each department within Division of Supporting Services to develop a vision for on-going training to meet the position needs of the staff.
- Has a clear understanding of the liabilities associated with the various support functions such as contractual obligations for design and construction and transportation.
- Ensures that the school system complies with all federal laws and legal requirements of the State of Maryland, as well as with regulations and procedures established by the Board of Education, as they relate to the Division of Supporting Services.
- Knowledge of emergency preparedness regarding mitigation, preparedness, response, and recovery.
- Understands the importance of strategic planning in the operation of supporting services.

### DUTIES AND RESPONSIBILITIES:

- Develops both short and long-range goals and objectives for the Division of Supporting Services.
- Consults with the Superintendent, other key staff members, and the school community in the formulation of policies for the Division of Supporting Services.
- Ensures that the school system complies with all federal laws and legal requirements of the State of Maryland, as well as with regulations and procedures established by the Board of Education, as they relate to the Division of Supporting Services.
- Plans, directs, and monitors both the development and implementation of the annual budget for all departments within the Division of Supporting Services.

- Plans, directs, and coordinates programs within the auspices of the Division of Supporting Services and interacts with and integrates the needs of other departments across the school system.
- Provides overall direction to the Director of Maintenance in the development of a comprehensive maintenance plan in addressing general maintenance, preventative maintenance and emergency repairs.
- Provides overall leadership and direction to the Director of Design and Construction for the development of all state and local capital improvement programs, school construction projects, site acquisitions and budgets related to plant maintenance and operations.
- Provides overall direction to the Director of Capital Planning in the implementation of an energy conservation plan.
- Coordinates a comprehensive pupil transportation program with the Director of Transportation to ensure the provision of transportation for students in compliance with all federal, state and local requirements.
- Directs the work and monitors the progress of the Operations Department, through the Director of Operations, to maintain energy efficient, clean schools and buildings and other aspects of the Operations Department.
- Represents the school system at various civic and professional organizations and meetings related to Division of Supporting Services issues. Assists in the administration of negotiations with the employee bargaining units on behalf of the Board of Education.
- Assumes a significant leadership role in developing and implementing a program of staff development, fostering professional growth both within the schools and the Division of Supporting Services staff.
- Communicates with the public to resolve a wide variety of Division of Supporting Services related issues.
- Assures the integration of the ten year school-by-school enrollment projections in long-range capital improvements planning documents.
- Coordinates with the Deputy Superintendent and the Director of Safety and Security to maintain a safe learning environment for students and responds to emergencies regarding mitigation, preparedness, response and recovery.
- Coordinates with the Deputy Superintendent and the Director of Information Technology to maintain and enhance the ITS infrastructure to support the operations of the school system, while providing a secure environment that ensures data privacy and integrity and mitigates cyber-security threats.
- Provides overall direction to the Director of Food and Nutrition Services to ensure the provision of food services for students and the successful operation of a self-sustaining program.
- Evaluates the directors within the Division of Supporting Services.
- Sets job performance standards and guidelines for employees in the Division of Supporting Services.
- Performs other duties as assigned by the Superintendent of Schools, to include observations, evaluations, and employee investigations of certificated administrative staff and teachers.

#### QUALIFICATIONS:

- A Bachelor's degree from an accredited college/university with an emphasis in business management or a related area, Masters preferred.
- A minimum of ten years of institutional or school system experience and knowledge relating to all or most of the following areas: capital planning, maintenance, operations, design and construction, food and nutrition services, and transportation.
- Evidence of excellent organizational ability.
- Ability to plan, coordinate, direct, and evaluate the work of subordinate employees.
- Evidence of excellent oral and written communication skills.
- Demonstrated leadership of at least 5 years with a strong background in managing budgets and extensive experience in one or more of the following area: personnel, facilities, transportation, capital projects and planning, and fiscal services.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range J.

**BARGAINING UNIT ELIGIBILITY:** Confidential - Exempt