

Job Title: Division Director, Operations, Wichita Public Schools

Position Function: The Division Director of Operations is responsible to the Superintendent of Schools for functions of the Operations Division, including: Nutrition Services to district students and staff, district Purchasing Services, district Supply (Warehouse/Delivery) Services, district Production Printing Services, district Student Transportation Services to eligible students, and district Commercial Advertising Services.

Essential Performance Responsibilities:

- Provides supervisory support to the Directors/Managers of Purchasing, Nutrition Services, Supply, Production Printing, Transportation, and Commercial Advertising, departments
- Initiates and monitors division and department planning that are not only consistent with district-wide goals and objectives, but are consistent with the mission and direction of the division
- Coordinates the preparation and monitoring of the division and departmental budgets, which includes coordination and administration of the Transportation, Purchasing, Supply, Nutrition Services, and Production Printing budgets on a district-wide basis
- Monitors staffing reports from each department, reviews employee performance issues to assure equity, develops and maintains a standard set of employee performance expectations for the division and its departments, maintains accurate organizational and staffing information, and establishes effective training for supervisory and specialized employees
- Initiates studies for purposes of analyzing various aspects of the division to assure that services are being carried out in a cost-effective as well as efficient manner
- Works with representatives of the Service Employees Union, Local 513, as it pertains to developing a positive environment for division employees
- Provides effective leadership in implementing the school district's and division's Affirmative Action Plan and programs
- Assists in coordinating the Continuous Quality Improvement Program within the School Service Center
- Leads the District's Weather Team and provides timely information to District Administrators
- Leads or provides oversight of the District's:
 - Beverage and Snack Vending Contracts
 - Recreational Equipment Rental
 - Recycling program
 - Disadvantaged/Women Business Program
 - Involvement in the State of Kansas "State Use Law" Committee
- Maintains membership in appropriate professional organizations (state and/or nationally based (e.g., National Institute of Governmental Purchasing, Association of School Business Officials, School Nutrition Association, etc.) to help provide support to division departments and district initiatives
- Serves and participates on appropriate District committees to help meet the overall mission of the District
- Maintains involvement in appropriate community volunteer organizations

Additional Duties: Performs other tasks and responsibilities assigned by the Superintendent of Schools.

Equipment: This position may require the ability to use SMART boards and iPads in addition to basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with USD 259's guidelines for equipment use.

Travel: Travel between schools and central offices may be required.

Physical and Mental Demands:

- Work in standard office and school building environments
- Ability to work outdoors during outdoor student activities
- Ability to work quickly under pressure, and work in an efficient manner

Knowledge, Skills, and Abilities:

- Excellence in oral and written communication with experience in managing a diverse staff, facilitating a continuous quality improvement program, and budget planning and preparation
- Above average computer literacy skills and the ability to effectively use Microsoft Word and Outlook which will be determined and validated by testing
- Exhibits a professional manner to all staff, customers, vendors and others
- Ability to respond quickly and efficiently to the needs of internal and external customers
- Ability to work with staff at all levels to assess the needs of the district and coordinate appropriate services
- Use of good judgment to make decisions on recurring assignments
- Displays a significant degree of professionalism and confidentiality
- Ability to conform to proper standards of professional dress and appearance
- Knowledge of company's mission, purpose, goals and the role of every employee in achieving each of them

Interrelations:

- Contact with personnel within the district and with customers and vendors
- Works under the direct supervision of the Superintendent in order to complete day to day tasks
- Works with a diverse population requiring the ability to handle all situations with tact and diplomacy
- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service

Employee Punctuality and Appearance:

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator
- All employees are required to report to work dressed in a manner that reflects a positive image of USD 259 and is appropriate for their position

Qualification Profile:

- Bachelor's degree, in Business or Education required
- Master's degree, in Business or Education preferred
- Minimum of five years' administrative experience, experience in education or government preferred

FLSA Status: Exempt

Please Contact:

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