

Nettle Creek School Corporation

Vacancy Notice: Director of Operations

Nettle Creek School Corporation Superintendent, Mrs. Emily Schaeffer, has announced a vacancy notice for the position of Director of Operations at Nettle Creek Schools. This is a full-time position, 260-days a year.

Preferred Qualifications:

- Bachelor's Degree and/or Certification in trade, preferred.
- Experience in maintenance, preferred.
- Proven record of success in managing operational aspects of an organization.
- Ability to lead and manage teams effectively.
- Strong financial acumen and experience in budgeting, accounting, and procurement.
- Ability to develop and implement long-term strategic plans for the district.
- Effective problem-solving skills to address operational challenges.
- Excellent communication skills, both written and verbal, to interact with various stakeholders.
- Familiarity with educational technology and its applications in school operations.
- Ability to analyze data and use it to inform decision-making.
- Knowledge of federal, state, and local regulations and its applications in school operations.
- Experience managing complex projects and initiatives.
- Strong work ethic, positive attitude, flexibility, integrity, and collaboration are personal attributes needed for the position.

Job Duties:

- Assume responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the Nettle Creek School Corporation.
- Recommend appropriate maintenance, groundskeeping, security, and custodial requirements for each school building and installation.
- Directs the maintenance of all buildings and grounds as to cleanliness and safety.
- Ensures that standards consistent with all applicable laws are maintained at a minimum.
- Recommendations for purchase necessary equipment and supplies.
- Plan and direct the work of all Environmental Services, Transportations Services, and Maintenance Services.
- Supervise and evaluate annually all Environmental Services, Transportations Services, and Maintenance Services employees. Carry out supervisory responsibilities in accordance with school corporation policies and applicable law. Responsibilities include recruiting, interviewing and training employees; planning, assigning and directing work, appraising performance and addressing complaints and resolving problems.

- Provide in-service training for all personnel in the department.
- Assist in the development of an annual priority list for maintenance for school corporation buildings.
- Oversee student transportation, routing and optimization, fleet management, driver management, state inspections, safety and compliance, budget management, and transportation technology.

Salary & Terms of Position:

- This position will be paid a salary commensurate with experience.
- This is a 40 hours a week and year-round, 260 day position.

Application Process:

- Send a letter of interest to Mrs. Emily Schaeffer, Superintendent (eschaeffer@nettlecreek.k12.in.us)
- Please also complete our online application found at <https://form.jotform.com/223483613241046>
- Please indicate ‘Director of Operations’ as the position you are seeking.

Timeline:

- Vacancy notice posted on October 7, 2024.
- Successful candidate will begin as soon as possible.