



DIRECTOR OF OPERATIONAL SUPPORT & STRATEGIC PLAN

SUMMARY/SCOPE/GOAL

Provides leadership in developing, maintaining, and executing operational and strategic planning initiatives set by the Chief Operating Officer. Performs and manages specialized duties of a complex nature for various assignments within the Operations Division requiring independent judgement, decision-making, and extensive coordination with other departments, schools, vendors, community, and the state.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's degree in Business Administration, Management, Operations or related field.
- Minimum of three (3) years' experience in a project management, strategic planning, and/or school operations capacity.
- Experienced in the development of data management/analysis process.

PREFERRED/DESIRED:

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CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Drivers' license.

PREFERRED/DESIRED:

[Click or tap here to enter text.](#)

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Assist in developing goals, objectives, policies, and practices for the Operations Division.
2. Develop and monitor all projects within the Operations Division; advise the Chief Operations Officer on project progress, potential issues, obstacles, conflicts, and/or challenges.
3. Collaborate with project teams to review project success and areas of improvement for future projects and services.
4. Manage and take overall responsibility for planning, organizing, and directing long- and short-term special projects with potentially span across Operations Division's functional areas and the District.
5. Collaborate with Division leadership to determine which policies, practices, and procedures impacting departmental success should be prioritized for engagement, review, and updating/changing.
6. Assist in the development of procedures, policies, record keeping, and duties related to overall management and administration of projects as requested.

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7. Develop and maintain procedures and processes related to compliance with local, state, and federal laws, regulations, and policies relative to work in the Operations Division.
8. Provide technical expertise, information, and assistance to the Chief Operations Officer regarding assigned functions.
9. Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files.
10. Direct and provide leadership, expertise, and support to district departments with the overall development, coordination, administration, and monitoring of the strategic plan.
11. Develop and initiate methods to assist district departments with executing the strategic plan more efficiently and effectively including annual calendar, strategic plan site, retreats, and assessments.
12. Coordinate special projects on behalf of the Chief Operations Officer, which may frequently involve members of the Superintendent's Cabinet.
13. Collaborate with the Chief Operations Officer in strategic planning, police development, and problem resolution of complex issues and needs.
14. Prepare recommendations for School Board meetings agendas and attend School Board meetings as needed.
- 15.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Strong verbal and written communication skills. Strong presentation, teaching, and publication skills. Ability to use tools of technology. Ability to work effectively and cooperatively with others. Strong planning and organizational skills. Ability to handle paperwork and record keeping tasks efficiently. Ability to handle confidential material or information appropriately. Ability to accept direction, responsibility, and the resulting accountability. Self-directed with ability to work independently and on a variety of multi-faceted tasks. Knowledge of educational tests and measurements, psychometric/statistical analysis, test construction, data management and report strategies preferred.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

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EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	District Operations	DEPARTMENT:	District Operations
TITLE CODE:	D0290	CONTENT BY:	Chief Operations Officer
GRADE:	29	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Director – Professional Standards & Labor Relations
LAST BOARD APVD:	4/23/2024	CLASSIFICATION:	Assistant Superintendent – Human Resource Services
SCHEDULE:	8 hrs. – 12 mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/5/2024	Developed	Mr. Wilson, Chief Operations Officer
1.1	4/23/24	Board Approved	Board

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.