

EXECUTIVE DIRECTOR OF ADMINISTRATION & PLANNING

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult professional and administrative work assisting the Division Superintendent with Administration and Planning for the School Division; does related work as required. Work is performed under general supervision. Supervision exercised over departmental personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assists the Division Superintendent with Administration in all subject areas at all levels encompassed by the school division, including facilities and capital planning, school safety and emergency planning, facilities maintenance, student transportation services and school nutrition services in Fauquier County Public Schools.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversees School Nutrition, Transportation, and facilities maintenance.
- Supports the Assistant Superintendent for Business and Planning with CIP, Modernization and New Construction Projects.
- Collaborates on safety and security operations with School Administration.
- Engages in strategic planning of budgets and administers the budgets of assigned programs; coordinates grant applications relevant to areas of responsibility.
- Oversees the School Division's crisis and emergency management plan and implementation; monitor compliance.
- Coordinates with Transportation Director and Superintendent on school closings due to inclement weather.
- Conducts staff meetings and works with supervisors and principals to coordinate program schedules.
- Assists in the interview process of identified new personnel; conducts short-term and long-range planning; approves and monitors contracted services agreements; reviews and monitors joint projects with other agencies and institutions; responds to requests for information from the public.
- Represents the superintendent at School Board discipline hearings; attends School Board meetings and prepares such reports for the Board as the Assistant Superintendent for Business and Planning may request.
- Conduct annual safety audits for each school in the division.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of state and federal laws, regulations and procedures related to school administration including litigation; strong leadership attitude; ability to work independently; ability to present ideas effectively orally and in written form to a variety of audiences; ability to maintain technical records; ability to establish and maintain effective working relationships with school personnel and the general public.

EDUCATION AND EXPERIENCE:

A Master's degree and Virginia teaching license required; must have significant successful experience as a building administrator or equivalent in leadership and management in a central office position; experience in developing and tracking budgets.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.