

# Arlington Public Schools

## Assistant Superintendent of Facilities and Operations

Human Resources announces an opening for the position of Assistant Superintendent for Facilities and Operations. This is a twelve-month position, Grade P-19, on the administrative and supervisory salary scale with a salary of \$172,176 (2021- 2022 salary schedule)

### **PREFERRED QUALIFICATION REQUIREMENTS**

- Broad knowledge of the principles and practices of school administration as applied to facilities and school transportation operations.
- Broad knowledge of both central and school based administrative policies and procedures related to facilities and operations.
- Broad knowledge of the organization and operation of the Arlington Public School System.
- Comprehensive knowledge of school, federal, state and local regulations that govern school facilities and transportation operations.
- Comprehensive knowledge of and ability to apply or ensure compliance with School Board policies and procedures.
- Ability to manage department fiscal affairs and to direct the operations of a broad range of activities through subordinate managers to successfully carry out the division's responsibilities.
- Ability to plan, supervise and evaluate work of professionals and administrators, and to participate in program assessment and evaluations.
- Ability to design, develop and direct the implementation of plans and programs.
- Ability to establish and maintain successful working relationships with staff, students, and citizens.
- Ability to communicate school system policies and programs to the general public, the media and government officials.
- Ability to communicate skillfully both orally and in writing including preparing complex reports, making formal oral presentations, participating fluently in meetings, etc.
- Experience working with students, families, and staff from various cultural and linguistic backgrounds.
- Ability to establish and maintain effective relationships with principals, teachers, supervisors, parents, other responsible school officials and County staff.

### **MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

Possession of a master's degree, preferably in Business, Public or School Administration and extensive experience in an administrative position involving school district facilities management; or any equivalent combination of education, experience and training that provides the above noted knowledge, skill and abilities.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to problem solve and articulate a clear vision for the department.
- Broad knowledge of administrative methods and techniques; knowledge of current trends in facilities and operations.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop effective working relationships with community and governmental leaders, staff, and the general public.

### **DISTINGUISHING FEATURES OF WORK**

The Assistant Superintendent for Facilities and Operations is responsible for the management of the school system's maintenance, energy, custodial, transportation, and capital improvement programs. Responsibilities also include recommending staff for hire and managing program areas. The Assistant Superintendent for Facilities and Operations performs related duties as required or assigned.

Work is performed under direction of the Chief Operating Officer of Arlington Public Schools. Work is reviewed primarily for compatibility with school system goals and objectives, State of Virginia requirements and federal facilities regulations. Supervision is exercised over a large staff of directors, managers, technical and support personnel. The staff includes employees in a variety of occupations (for example architects, engineers, carpenters, electricians, painters, plumbers, HVAC mechanics, custodians, bus drivers, etc.).

ILLUSTRATIVE EXAMPLES OF WORK (May not include all duties performed – These are intended as an illustration 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.)

- Administers and provides planning, leadership, and management to the following functional areas: facilities planning, design and construction, maintenance, cleaning/custodial services, energy management and school transportation.
- Ensures that staff members are aware of and understand the priorities, goals and objectives of the School Board and the Superintendent.
- Advises the Chief Operating Officer on matters pertaining to facilities and operations, ensuring that the Chief Operating Officer is kept informed of problems and sensitive issues.
- Participates in the planning and preparation of the Superintendent's annual budget recommendations, and manages the School Board's approved budget for Facilities and Operations.
- Advises the Chief Operating Officer on the need for new or revised Facilities and Operations policies and procedures, and directs the implementation of all applicable School Board policies.
- Meets regularly with principals, building managers and other customers to determine whether their needs are being met.
- Delegates to subordinate staff the authority to take necessary action to perform the services required by the school system.
- Assures that subordinate staff coordinate with each other on common issues and with customers (principals, building managers, teachers, parents) as necessary in carrying out the organization's responsibilities such as building renovations.

- Meets with community groups and works to develop credibility and confidence on matters related to facilities and operations.
- Coordinates with appropriate County staff members and agencies where cooperative efforts are appropriate.
- Serves as a member of the Superintendent's Executive Leadership Team (ELT), which requires working cooperatively with other members of the Team, providing constructive advice on issues raised in ELT meetings, and implementing decisions made by the Superintendent.
- Performs related duties as required or assigned.
- Directs the coordination, planning, and development of policies and procedures related to facilities and operations.
- Reviews and keeps abreast of publications, directives, and regulations as related to facilities and operations.
- Monitors proposed changes in local, state and federal laws and regulations, and coordinates the responses of the department.

***Arlington Public Schools (APS) requires all employees to be fully vaccinated against COVID-19 unless a medical or religious exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen (i.e. Pfizer, Moderna, and/or Johnson and Johnson). As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination.***