



POSITION DESCRIPTION

**PITTSFIELD, NH SCHOOL DISTRICT
DEAN OF OPERATIONS POSITION DESCRIPTION**

A. POSITION TITLE: Dean of Operations	B. TYPE POSITION: Full time	C. DATE CREATED/UPDATED: 10.3.19
D. PURPOSE: The purpose of the Dean of Operations is to oversee the security and maintenance of all school facilities. The Dean of Operations ensures a positive, safe, and welcoming culture and climate within the schools and is responsible for the district's behavior management system that meets the social-emotional needs of the students.		
E. PRIMARY TASKS, DUTIES, AND RESPONSIBILITIES <ul style="list-style-type: none"> • Ensure the safety and security of all students, staff, and visitors, at all times • Maintain the facilities at the highest possible standards • Create and monitor budgets that meet both instructional and operational needs. • Manage school transportation requirements • Enhance and oversee an attendance process that supports student engagement and learning • Plan for, develop, monitor, and maintain a technology infrastructure and system that supports all aspects of district and school functioning • Oversee extra, co-curricular, and club activities, and ensure they meet student needs re: academic and social/emotional growth • Ensure food services meet standards • Monitor and take action to ensure a positive working climate for students and staff across the district and within the schools • Enhance and maintain a transition process that reduces the stress of major changes (transitions between 6th and 7th, 8th and 9th, and graduation to work or higher education) and facilitates a rapid adjustment to the social and learning requirements of the next level • Assist in the development and implementation of a behavior management program that reduces behavioral issues/referrals and encourages improved academic performance and enhanced social/emotional maturity • Employ and operationalize for own staff, the district values, vision, mission, and guiding principles • Ensure that staff he/she is responsible for are fully qualified and performing at a high level 		
F. SUPERVISOR: Superintendent of Schools	G. DIRECT REPORTS: <ul style="list-style-type: none"> • Athletic Director • Custodian • Food Service Director • Head Custodian • IT Assistant • IT Manager 	H. ANNUAL SUMMATIVE PERFORMANCE EVALUATION TIMEFRAME: By June 30 th of each year

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	<ul style="list-style-type: none"> ● Secretary/Admin Assistant ● School Nurses ● School Office Staff ● Student Support Specialist ● Student Support Specialist Paraprofessional(s) ● Receptionist 	
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I. LEVEL OF SUPERVISION REQUIRED:	Low												High
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J. MINIMUM QUALIFICATIONS: Master's Degree Principal Certification	K. PHYSICAL REQUIREMENTS: N/A	L. UNIQUE REQUIREMENTS: Strong interpersonal skills to manage the social-emotional needs and conflicts of students, parents, and staff; Specific knowledge regarding facility management and maintenance
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M. KNOWLEDGE, SKILLS, AND TALENTS (KST) REQUIRED
<ul style="list-style-type: none"> ● Those KSTs considered core and required of all district staff are noted in BOLD and UPPERCASE and should be strong considerations when hiring new staff at all levels and in all types of positions. ● Those KSTs considered “Basic” and critical for position success are noted in BOLD and lowercase. ● Those KSTs remaining are considered “Advanced” and are highly supportive for position success. ● Letters and numbers in parens refer to the rubric descriptions in the CSSR KST Competency Library

1. Student Learning and Growth	2. Leadership and Supervision
<ul style="list-style-type: none"> ● GROWTH MINDSET (A.5) ● STUDENT FOCUSED / CENTERED (A.9) 	<ul style="list-style-type: none"> ● Climate and Culture Management (B.6) ● Collective/Distributive Leadership (B.3) ● Delegation (B.7) ● Instructional Leadership (B.12) ● Leadership (B.14) ● Motivating / Influencing (B.16) ● Political Savvy (B.19) ● Strategic Relationship Building ((B.23) ● Team Building (B.25)
3. Interpersonal Skills	4. Management and Administration
<ul style="list-style-type: none"> ● ACCURATE EMPATHY (C.1) ● Advising (C.3) 	<ul style="list-style-type: none"> ● Performance Evaluation (D.8) ● Program Evaluation (D.10)



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<ul style="list-style-type: none"> ● COLLABORATION (C.5) ● COMMUNICATION (C.6) ● CULTURAL SENSITIVITY (C.6) ● DIPLOMACY / TACT (C.10) ● Listening (C.2) ● Relationship Building (C.13) 	<ul style="list-style-type: none"> ● Talent Management (D.13) ● Technical Expertise (D.14) ● Technology Savvy (D.15)
5. Thinking and Judgment	6. Personal Characteristics
<ul style="list-style-type: none"> ● DATA-BASED DECISION MAKING (E.4) ● GOOD JUDGEMENT (E.7) ● LEARNS FROM EXPERIENCE (E.8) ● Problem Solving (E.14) ● Systems Orientation (E.17) 	<ul style="list-style-type: none"> ● Adaptability (F.1) ● CONCERN FOR ACCURACY (F.3) ● Courage (F.4) ● DESIRE FOR SELF-IMPROVEMENT (F.6) ● HIGH STANDARDS (F.7) ● INTEGRITY (F.11) ● POSITIVE ATTITUDE / EXPECTATIONS (F.12) ● Professionalism (F.13) ● Results Driven (F.16) ● SENSE OF ACCOUNTABILITY (F.18) ● SERVICE ORIENTATION (F.20) ● STRONG WORK ETHIC (F.22) ● TEAM PLAYER (F.23)
N. SECONDARY TASKS, DUTIES, & RESPONSIBILITIES	
<ul style="list-style-type: none"> ● Compliance ● Continuous Improvement (D.9), (D.10) ● Emergency Management ● Follow State Law ● Graduation Activities ● Health Services ● Innovation (F.10) ● Meetings: Faculty (B.15) ● Organization for School Board ● Planning and Organizing (E.12) ● Professional Development ● Promoting Student Agency (A.8) ● Transportation 	
O. TERTIARY TASKS, DUTIES, & RESPONSIBILITIES	
<ul style="list-style-type: none"> ● Community Building (B. 4) ● Responsibility for Learning ● Supervision and Evaluation 	
P. PRIMARY CONTACTS	



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<p>INTERNAL TO DISTRICT</p> <ul style="list-style-type: none"> ● Athletic Director ● Building Leadership Team ● Club Advisors ● Custodial Manager(s) ● Dean of Instruction ● District Leadership Team ● Food Service Director ● IT Assistant ● IT Manager ● School Board ● School Nurse ● School Office Staff ● Secretary/Admin Assistant ● Site Council ● Students ● Student Support Specialist ● Superintendent ● Transportation ● Union Representative 	<p>EXTERNAL TO DISTRICT</p> <ul style="list-style-type: none"> ● Community Members ● Parents / Guardians
Q. SECONDARY CONTACTS	
<p>INTERNAL TO DISTRICT</p> <ul style="list-style-type: none"> ● Community Liaison ● Director of Interventions & Title 1 Manager ● Director of Student Services ● DLSC Project Manager ● Fire and Police ● IMPACT ● SAU Admin Staff ● Student Council 	<p>EXTERNAL TO DISTRICT</p> <ul style="list-style-type: none"> ● Booster Club ● PES PTO
R. TERTIARY CONTACTS	
<p>INTERNAL TO DISTRICT</p> <ul style="list-style-type: none"> ● Cafeteria Staff ● Consultants ● Director of College and Career Readiness ● Guidance Counselors ● Psychologist 	<p>EXTERNAL TO DISTRICT</p> <ul style="list-style-type: none"> ● Athletic Coaches ● Bus Drivers ● Community Organizations ● Community Members ● Civic leaders ● NHIAA
S. AUTHORITY/FINAL WORD (decisions that can be made without approvals)	
<ul style="list-style-type: none"> ● Staff Evaluations ● Staff Professional Development Approvals 	

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T. SUCCESS MEASURES

<ul style="list-style-type: none"> • Safety and security lapses are minimized. • Facilities and technology breakdowns are minimized. • Budgets are approved and managed effectively. • Transportation glitches are minimized. • Attendance continually rises • There are sufficient extra, co-curricular, and club activities to meet the needs of students 	<ul style="list-style-type: none"> • Students, staff, and parents express satisfaction with food services. • District and school climate are viewed positively and support learning. • Parents express satisfaction with the transition process • The number of behavioral referrals are minimized
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U. SUB-ROLE PRIORITIES

- Sub-role priorities: H = High, M = Moderate, L = Low, and X = Not Required
- Sub-roles indicators can be found in Resource Booklet

Sub-Roles	Import	Sub-Roles	Import	Sub-Roles	Import
Student Learning & Growth Related		Leadership & Supervision Related		Interpersonal Skills Related	
Advisor/Consultant/Expert	H	Behavior Manager	H	Advocate	H
Coach	H	Evaluator	H	Community Builder	HM
Designer	M	Instructional Leader	X	Counselor	X
Instructor	L	Leader	H	Facilitator	M
		Motivator	H	Friend	X
				Mediator	M
				Mentor	M
				Parent	X
Sub-Roles	Import	Sub-Roles	Import	Sub-Roles	Import
Management & Administration Related		Thinking & Judgment Related		Personal Characteristics Related	
Black Hat	X	Negotiator	H	Champion	H
Compliance Monitor/Driver	H	Troubleshooter/Problem Solver	H	Extra Hands	L
Firefighter/Crisis Manager	H			Innovator	M
Manager	H			Politician	H



POSITION DESCRIPTION

Professional Developer	M	
Quality Assurance Driver	H	

V. EEO STATEMENT

The Pittsfield School District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, color, marital status, physical and mental disability, or national origin. In addition to federal law requirements, the Pittsfield School District complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

W. SIGNATURES:

This job description has been approved by all levels of management:

Supervising Administrator: _____ Date: _____

Superintendent: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position:

Employee: _____ Date: _____