

Aurora East School District 131
JOB DESCRIPTION

POSITION TITLE: Assistant Superintendent for Operations

CLASSIFICATION: Tier IA

TERM OF EMPLOYMENT: 12 months

IMMEDIATE SUPERVISOR: Superintendent

SALARY: Starting at \$155,000/year commensurate with credentials and experience

EVALUATION PROCEDURES: Annually by the Superintendent

START DATE: July 1, 2025

JOB ID: 4538

QUALIFICATIONS:

1. Illinois Professional Educator License (PEL) with General Administrative Endorsement.
2. Master's degree preferred. Coursework and/or experience in management, finance, engineering, construction management, or a related field. Substantial experiential knowledge in facilities, construction, maintenance, facility/school safety, or infrastructure.
3. General knowledge of information technology (IT) systems, maintenance, implementation systems, budgeting, and support systems.
4. General knowledge of cleaning and maintenance systems including systems that enhance productivity and accountability of those systems.
5. Evidence of successful experience with large-scale construction projects, major facility renovations, and facility management operations in a large facility or multiple facilities.
6. Thorough knowledge of procurement and purchasing requirements for public institutions.
7. Evidence of ability to use quantitative data to affect system change.
8. Evidence of ability to lead decision-making teams to consensus.
9. Evidence of successful experience in supervising large groups of personnel and/or personnel at multiple locations via middle level supervisors.
10. Excellent oral and written communication skills.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Administers all aspects of school district operations including facility cleaning and maintenance, facility renovation and construction, IT services, employee safety, school safety and security, transportation, and all related budgets.
2. Leads and supervises the assistant directors of building and grounds, facilities, transportation, safety and security, and the executive director of informational services.
3. Oversees the supervision, development, and appraisal of custodial and maintenance staff via the directors of building and grounds and facilities. Monitors budgets and costs associated with custodial and maintenance operations.
4. Prepares annual capital spending plans to address the ongoing capital maintenance and improvement of school district facilities.
5. Prepares long-term capital development and renovation plans for the superintendent and Board of Education.
6. Oversees the supervision, development, and appraisal of IT personnel via the executive director of information systems. Monitors budgets and costs associated with IT services.
7. Prepares long-term IT infrastructure plan to maintain and/or upgrade the school district's IT capacity, security, and viability.
8. Oversees the supervision, development, and appraisal of transportation personnel via the director of transportation
9. Serves as liaison between the school district and school district's architectural firm and associated contractors. Oversees and supervises construction projects.
10. Oversees the implementation of employee safety, school safety, and school security programs via the coordinator of safety and security.
11. Recommends consulting services to the superintendent and directs the work of all operations-related consultants. Prepares reports to the Board about the costs and outcomes of consulting services used in the school district.
12. Serves as chief administrative liaison to the Board Building and Grounds Committee. Recommends monthly agenda items to the superintendent and Board committee co-chairs.
13. Prepares reports and briefs the Board of Education at the direction of the superintendent. Reports may include but are not limited to construction status reports, school safety, and environmental status reports.
14. Attends bi-monthly Board of Education meetings.
15. Becomes a visible and accessible member of the community. Attends school and community events at the direction of the superintendent.
16. Maintains a current knowledge of the field through attendance at professional conferences, readings, and membership in professional organizations.
17. Other responsibilities as assigned by the superintendent.

APPLICATION PROCEDURE:

Applications should be completed online at <https://www.d131.org>. Position(s) will remain open until filled. East Aurora School District 131 is an Equal Opportunity Employer.