

# Jackson-Madison County School System

## JOB OVERVIEW, RESPONSIBILITIES & QUALIFICATIONS



Jan 2026

**Position Title:** Dean of Operations

**Location:** School Specific

**Reporting Manager:** Principal

**Direct Reports:** N/A

**Work Schedule:** 200 Day Contract

### Position Goal & Overview:

This position supports the district's mission to provide high-quality educational opportunities in a safe, supportive, and engaging learning environment for all students.

### Essential Duties and Responsibilities

The following duties are representative of the position and are not intended to be all-inclusive:

- Collaborate with school leadership and administrators to implement positive behavior strategies, maintain a safe and secure learning environment, and support effective school-wide routines and operations.
- Oversee athletic, extracurricular, and school events, ensuring safety, compliance, effective supervision, and strong community engagement.
- Partner with the principal and staff to manage facility operations, including custodial, transportation, maintenance, and project management.
- Support compliance with local and state regulations, required reporting, and accurate record-keeping across school operations and activities.
- Respond to parent and community concerns, providing guidance, problem-solving, and promoting positive relationships with students, staff, and stakeholders.
- Apply knowledge of school systems, logistics, finances, and facilities to enhance operational efficiency and program effectiveness.
- Communicate expectations, schedules, and information with students, staff, parents, and relevant personnel to support smooth daily operations.
- Perform other duties as assigned by the Superintendent and/or Superintendent designee.

### Qualifications & Training

- Bachelor's degree from an accredited institution
- Minimum experience of 3-years working in a K-12 school setting or equivalent with proven track record of success in supporting students and creating a positive school climate
- Experience in social work, facility management, organizational leadership, strategic planning, technology support, budget and fiscal management, higher education, or related field
- Strong leadership and people skills
- Familiarity with technology and digital tools
- Alternatives to the above qualifications as the Superintendent might find appropriate and acceptable

### Equal Opportunity Employer Statement

The Jackson-Madison County School System is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or any other protected status in its educational programs, activities, or employment practices.