



(1.0) Director of Operations

LOCATION: Central Office
REPORTS TO: Superintendent
DATE AVAILABLE: 2026-27 School Year
POSTING DATES: August 21, 2026 – September 1, 2026 (or until qualified candidate is selected)
JOB DESCRIPTION:

Livonia Public Schools is seeking a highly qualified Director of Operations who demonstrates a collaborative spirit, strategic mindset, and commitment to continuous improvement. The Director provides strategic leadership and operational oversight for the systems, services, infrastructure, and resources that support the effective operation of all District schools and facilities.

As a member of the Superintendent's Cabinet, the Director serves as a key advisor to the Superintendent and Cabinet leadership, contributing to districtwide strategy, decision-making, long-range planning, and resource allocation.

The Director ensures that operational systems are safe, efficient, fiscally responsible, responsive, and aligned with the District's mission, vision, and core priorities. Responsibilities include leadership and oversight of transportation, facilities, maintenance, custodial services, food service, information technology, warehouse operations, and related services, as well as capital improvement planning and major construction, renovation, and bond-related projects.

The Director builds strong relationships with school and district administrators, staff, vendors, contractors, community partners, and municipalities, ensuring operational services effectively support schools and programs and that District resources are managed strategically in support of teaching and learning.

DISTRICT OVERVIEW:

Livonia Public Schools employs approximately 1,850 staff members, serving approximately 13,100 students pre-K – post-secondary. There are 15 elementary schools, 3 middle schools, 3 high schools, 1 career technical center, 1 early childhood center, and 1 vocational and transition center in the School District. The annual budget for Livonia Public Schools is \$195 million, with state funding of \$10,300 per pupil.

BENEFITS OF WORKING WITH LIVONIA PUBLIC SCHOOLS:

Newly hired public school employees are eligible for a traditional pension and tax-deferred retirement savings accounts with an employer matching contribution. The pension component guarantees you monthly retirement benefit payments over your lifetime once you meet age and service requirements. Additionally, as a new public-school employee, you will be automatically enrolled in a Personal Healthcare Fund (PHF), which is a portable, tax-deferred investment account that can be used to pay for healthcare expenses in retirement. Livonia Public Schools will contribute a dollar-for-dollar match on the first 2% you contribute.

As an employee of Livonia Public Schools, you will be a part of a team working together in a positive work climate and a culture of mutual respect to support the successful education of

children. You will also have the satisfaction of knowing you are a team member with Livonia Public Schools, which means you will have the following perks of employment available to you:

- Medical insurance, including prescription drug coverage:
 - The district's contribution is the maximum allowed by Michigan law.
 - Family coverage eligibility for employees working 30 hours or more per week.
 - Single coverage eligibility for employees working 20 hours but less than 30 per week.
 - Optional "cash in lieu" of medical insurance for those who qualify.
- Dental, vision, and life insurance:
 - The district pays 100% of the premium for all employees.
- Long-term disability coverage:
 - The district pays 100% of the premium for employees working 20 hours or more per week.
- Employee Assistance Program for employees and their eligible family members. This includes a completely confidential, short-term counseling service that utilizes a practical approach toward problem resolution and is available 7 days a week, with no cost to the employee.
- Paid holidays; earned vacation, sick, and bereavement days.
- Longevity pay.
- Paid "act of God" days, such as snow days.

Additionally, the children of employees working 20+ hours, living outside the district's attendance boundaries, are eligible to attend Livonia Public Schools via schools of choice.

MINIMUM QUALIFICATIONS:

- Minimum of a master's degree in educational leadership, business administration, operations management, public administration, or a related field.
- Highly successful administrative or executive leadership experience in a school district, district operations, business, or a related organizational setting.
- Eager to provide visionary and strategic leadership across multiple departments and operational functions.
- A record of collaborative problem-solving, strong follow-through, initiative, and responsiveness.
- Experience with budget management, fiscal stewardship, resource allocation, and cost control.
- Strong understanding of operational systems, infrastructure, technology, and organizational processes.
- Sound judgment and capacity to analyze complex issues, identify solutions, make informed decisions, and respond effectively to operational challenges and emergencies.
- Successful experience supervising, developing, and evaluating personnel.
- Ability to build and sustain highly effective working relationships with school leaders, employees, employee groups, vendors, contractors, community partners, and governmental agencies.
- Exceptional verbal and written communication skills.
- Ability to communicate complex operational, financial, technical, and project-related information clearly to a variety of audiences.
- Capacity to lead organizational change and foster continuous improvement.
- Commitment to maintaining positive, respectful, and inclusive working environments for all employees.
- Ability to exercise sound professional judgment and maintain a high level of confidentiality.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

- Champion the District's mission, vision, and Collective Commitments and make operational decisions that reflect the District's philosophy that places the needs of children and their education first.

- Participate actively in the Superintendent's Cabinet, contributing to short- and long-term planning, districtwide strategy, collaboration, and leadership decisions.
- Provide executive leadership and oversight for District operations, including transportation, facilities, maintenance, custodial services, food service, information and instructional technology, purchasing, warehouse operations, facility rentals, risk management, and related operational services.
- Develop, implement, and evaluate long-range operational plans that align District resources, facilities, technology, services, and infrastructure with current and future educational needs.
- Provide leadership for the planning, implementation, and oversight of District capital improvement, construction, renovation, and bond-related projects, ensuring projects are well planned, fiscally responsible, and aligned with District priorities.
- Work collaboratively with architects, construction managers, contractors, consultants, staff, school leaders, and other partners to ensure successful completion of capital projects.
- Ensure District facilities, grounds, transportation services, food service operations, and other operational services are maintained at high standards and effectively support the needs of students, staff, and school programs.
- Provide leadership for the District's information technology operations, ensuring reliable, secure, effective, and responsive technology systems and services that support teaching, learning, communication, and District operations.
- Oversee the development and management of departmental budgets, ensuring responsible financial planning, cost control, resource allocation, and stewardship of public funds.
- Evaluate operational practices, contracts, services, and resources to identify opportunities for greater efficiency, effectiveness, and value.
- Provide leadership and oversight for purchasing, procurement, contracts, vendor relationships, warehouse operations, and inventory management.
- Establish and maintain effective working relationships with vendors, contractors, municipalities, governmental agencies, community organizations, and other external partners.
- Ensure compliance with applicable local, state, and federal laws, regulations, codes, and standards affecting District operations, including MIOSHA/OSHA, environmental, accessibility, facilities, transportation, food service, and other applicable requirements.
- Ensure effective planning and coordination for emergency operational needs and the continuity of essential District services.
- Work collaboratively with school and district administrators to identify operational needs, resolve concerns, and ensure District services respond to the needs of schools and programs.
- Provide leadership and recommendations regarding facility utilization, property acquisition and disposition, leasing arrangements, boundary and capacity considerations, and long-range facility planning.
- Establish clear expectations and accountability for the quality, efficiency, responsiveness, and customer service of operational departments.
- Ensure department leaders know applicable state and federal laws and compliance requirements, including MIOSHA/OSHA, environmental regulations, ADA requirements, and other applicable operational standards.
- Supervise, support, and provide leadership coaching to assigned administrators, managers, and other personnel; promote professional growth, teamwork, accountability, and continuous improvement.
- Communicate effectively with employees, administrators, the Superintendent, Cabinet, Board of Education, and community regarding operational matters, projects, priorities, challenges, and recommendations.
- Work effectively with appropriate Board committees and attend Board meetings as requested by the Superintendent; provide reports, updates, data, and recommendations regarding operations, facilities, technology, capital projects, and related matters.
- Work with the District's legal counsel, consultants, architects, engineers, contractors, and other professional partners on matters related to District operations.

- Develop and recommend policies, procedures, and operational practices that promote safe, efficient, effective, and fiscally responsible District operations.
- Identify opportunities to improve systems, processes, communication, and service delivery across operational departments.
- Perform other duties and assume responsibilities as assigned by the Superintendent.

CONDITIONS OF EMPLOYMENT:

This position will remain open through September 1, 2026 for consideration of employment for the 2026-27 school year.

APPLICATIONS:

All applicants, including current LPS employees, must complete and submit an application through Applitrack, which can be accessed through the Livonia Public Schools webpage.

Additionally, applicants must also upload:

- Letter of Interest addressed to Superintendent Andrea L. Oquist
- Professional resume
- Copies of educational documents (transcripts/certificates)
- Three **current** letters of recommendation

The Livonia Public Schools School District prohibits unlawful discrimination on the basis of race, color, religion, sex (including sexual orientation, gender identity, and/or transgender status), national origin, age, height, weight, marital status, handicap, or disability in any of its educational programs or activities. The following person has been designated to handle inquiries and grievances regarding discrimination based on race, color, religion, sex (including sexual orientation, gender identity, and/or transgender status), national origin, age, height, weight, and marital status-Director of Human Resources, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2566. The following person has been designated to handle inquiries and grievances regarding discrimination based on handicap or disability-Director of Student Services, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2524.