

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

9/95	<u>DIRECTOR OF AREA OPERATIONS</u>	3.2.1A
Effective Date	Job Title	Index

1. **Primary Function:** Plans, directs, and controls the educational program and support activities conducted within the scope of an educational area; may assume responsibility for a major District-wide area of responsibility.
  
2. **Responsibilities:**
  - 2.01 Directs the operation and management of assigned schools including all activities that directly affect students, staff, and patrons of the schools by administrative planning, training, direction, and on-site visitations in order to coordinate and execute District goals, objectives, and philosophy.
  - 2.02 Evaluates all principals within the area through personal contacts and observations in order to maintain and/or improve the quality of teaching and management skills in keeping with District goals, objectives, and philosophy; coordinates findings with the personnel division.
  - 2.03 Plans and works with all division heads and departments to establish an effective District-wide instructional program by identifying special area needs and planning to meet those needs.
  - 2.04 Recommends and administers an area budget in order to meet the needs of students, staff, and community most effectively and efficiently.
  - 2.05 Operates through multiple District, area, staffs, and community groups to assist in staff selection and placement; to develop advisory committee input for planning and requesting special services; to respond to professional and public need for information; to monitor the informal effectiveness of the educational program through personal contact; to plan for correction where necessary.
  - 2.06 Assists the director of EEO programs in collecting and analyzing data pertinent to EEO, in identifying problem areas in setting EEO goals and timetables, and in establishing programs, practices, and procedures to meet them; communicates to each manager and supervisor within his/her area of responsibility their responsibilities for implementing EEO and Affirmative Action programs.
  - 2.07 Coordinates activities with other Directors of Area Operations.
  - 2.08 Serves as a member of the Superintendent's cabinet and participates in District-wide planning and management.
  - 2.09 May assume responsibility for a management of a major District-wide responsibility.
  - 2.10 Performs other related duties as assigned.
  
3. **Major Planning Requirements:**
  - 3.01 Directs and coordinates area planning for the development of program, curriculum projects, staffing, budgeting, parent and community relations, and operational policies for individual schools.
  - 3.02 Assists in District-wide planning for the development of District long-range educational goals and the methods in which these goals will be implemented.

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4. Key Relationships:
  - 4.01 Superintendent of Schools: Reports to this position.
  - 4.02 Other Directors of Area Operations: Coordinates District programs.
  - 4.03 School Principals and other selected administrators: Supervises these positions.
  - 4.04 Director, Business Services: Confers with administration and staff on matters relating to fiscal matters, facility usage and maintenance, physical plant, planning, purchasing, transportation, etc.
  - 4.05 Director, Human Resources: Calls on Director Human Resources and works with him/her on personnel issues.
  
5. Minimum Qualifications:
  - 5.01 Master's degree or equivalent training.
  - 5.02 Five years of administrative experience resulting in acquired skills in planning, organizing, and controlling a major area of responsibility.
  - 5.03 Valid Oregon Administrative License: Principal or Superintendent Endorsement.
  - 5.04 Skill in the identification, development, implementation, and assessment of curriculum and/or instructional programs.
  
6. Term of Employment: 12 months.
  
7. Salary Level: Grade 12.
  
8. Working Conditions:  
The position generally works in an office environment with frequent travel to schools and evening meetings.