

POSITION ANNOUNCEMENT

Director of Operations

Clare Public Schools
Clare, Michigan



Home of the Pioneers

The Board of Education of Clare Public Schools, Clare, Michigan, is conducting a search for a **Director of Operations**. The Board seeks to employ an individual who will provide direct supervision and management of the custodial, maintenance, and transportation departments. The ideal candidate will have knowledge and prior experience within the field.

Application Procedure:

Qualified candidates should submit the following items to Superintendent Jim Walter at Clare Public Schools via email: JWalter@clare.k12.mi.us

- One (1) PDF document containing the following:
 - A cover letter.
 - A current resume.
 - References.
 - Copies of transcripts and relevant certifications.

Application inquiries can be directed to Jim Walter, Superintendent, at 989-386-9945 or JWalter@clare.k12.mi.us. For more information, visit www.clare.k12.mi.us

Salary and Contract Information:

The Clare Public Schools Board of Education will provide a comprehensive, multi-year contract (261 days per year). Total salary and benefits will be commensurate with experience of the successful candidate and qualifications as determined by the Superintendent of Schools. The anticipated salary range is \$51,000-\$57,000 per year.

Search Timeline:

Application Deadline: **March 23, 2017**

First Interviews: April 6, 2017

Second Interviews (if necessary): April 12, 2017

Tentative Start Date: July 1, 2017

Clare Public Schools Board of Education:

Ben Browning, President
Steve Stark, Vice-President
Loren Cole, Treasurer
Sue Murawski, Secretary

John Miller, Trustee
Barb Tyler, Trustee
Kirk Yats, Trustee

Clare Public Schools is an Equal Opportunity Employer

QUALIFICATIONS:

- Education: Associate's Degree with skilled trades coursework; Bachelor's Degree in a relevant field preferred; **AND/OR** MSBO Certification as Certified Facilities Director (or similar credential) or ability to obtain certification
- Knowledge in maintenance of boilers and temperature control systems
- Experience in:
 - Direct supervision, management, and evaluation of staff
 - Contract administration
 - Budget preparation, purchasing procedures, resource management
 - School building and facilities management
 - Supervising school transportation system
 - Interacting with students, parents, school administrators, and staff
- Ability to communicate effectively verbally and in writing
- Competency in technology to enhance transportation services, facilities management, and personnel management
- School Bus Driver C.D.L. license or ability and willingness to obtain
- Additional Considerations:
 - Experience with asbestos, pesticides, and playground safety inspections, or willingness to obtain proper certifications upon hire

RESPONSIBILITIES:

- Schedule, supervise, and evaluate District custodial, maintenance, and transportation staff
- Conduct routine and periodic inspections of schools and facilities
- Coordinate school bus routes
- Examine District facilities on a regular basis to ensure optimal functioning of building systems including mechanical, electrical, and fire/life safety; anticipate needed repairs/maintenance and make recommendations
- Develop annual priority list for maintenance of buildings and properties
- Develop schedules and preventative maintenance program for District facilities and properties
- Maintenance replacement schedule for large equipment, ie: trucks, etc...
- Maintain a current inventory of department assets
- Maintain and monitor a technology based work order system and assign work to staff as appropriate
- Develop quality standards for cleanliness and facility appearance and implement written standards including selection of supplies and equipment
- Assist in monitoring safety conditions, including road conditions, as they relate to potential school closure
- Coordinate required inspections and maintain related records
- Maintain and oversee key fob and traditional key systems for the district
- Prepare regular reports regarding department operations
- Employee is on call 24/7 for emergencies
- Perform any other job responsibilities deemed appropriate by the Superintendent

About the Clare Community

Clare Public Schools is located in Clare, Michigan in both Clare and Isabella Counties. With a population of approximately 3,100 residents, Clare boasts a beautiful downtown area with a variety of thriving local businesses. In honor of its strong Irish heritage, Clare features an annual Irish Festival each March. The Summerfest Celebration occurs around 4th of July every year with activities including fireworks and music in the park. There are many opportunities for outdoor recreation in the Clare area including the 30-mile paved Pere Marquette Rail-Trail and access to 81 lakes in Clare County alone.

Community involvement is strong in Clare with a variety of philanthropic organizations being housed here including United Way, Kiwanis Club, Lions Club, Knights of Columbus, Fraternal Order of Eagles, Rotary, and more. Many facility and technology upgrades have recently taken place in the district due to a \$2.45 million bond.

District Data

Enrollment: 1,537	Tax Base: \$244,124,666
Foundation Grant Per Pupil: \$7,511	Non-Homestead Levy: 18.0 mills
Number of Teachers: 84	Debt Retirement: 2.90 mills
Annual Operating Budget: \$14,032,830	District Area: 124.3 square miles
Projected Fund Balance: \$1,942,995 (13.85%)	

Clare Public Schools is an Equal Opportunity Employer