



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Senior Director of Operations**

Job Family: **Administrative**

Prepared/Revised Date: **July 10, 2025**

FLSA Status: **Exempt**

Pay Range: **A/P Schedule, Grade E**

Job Code: **10330**

SUMMARY: Responsible for assisting the Chief Financial Officer (CFO) in planning, directing and coordinating operational support services including but not limited to Child Nutrition, Custodial and Transportation. Responsible for ensuring and improving the performance, productivity, efficiency and effectiveness of departmental and organizational operations through the provision of operative methods and strategies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Direct the work of leaders who are responsible for the day-to-day operations in the Child Nutrition, Custodial, and Transportation departments including providing leadership, coordination, development, implementation and evaluation.
2. Assist the Child Nutrition, Transportation, and Custodial departments in creating budget plans that are in alignment with district priorities. This includes monitoring and holding the departments accountable for financial performance while also implementing cost-effective strategies to optimize resources.
3. Represent the Child Nutrition, Custodial, and Transportation departments in meetings with the Superintendent, school board, and community groups.
4. Facilitate a high level of communication and collaboration amongst the Child Nutrition, Custodial, and Transportation departments, and with other department directors, school administrators and additional key stakeholders.
5. Serve as the senior point of contact for addressing and resolving internal and external complaints related to student or department issues. Ensure timely, effective, empathetic communication in alignment with district policies and standards.
6. Develop Standard Operating Procedures for the Child Nutrition, Custodial, and Transportation departments, ensuring clear and efficient processes to best utilize district resources and to provide the highest quality of service.
7. Collaborate with district leadership in planning and implementing strategic plans for the future of the district's operational staffing needs.
8. Ensure operations in the Child Nutrition, Custodial, and Transportation departments are carried out in compliance with all applicable federal, state, local and district policies, regulations and guidelines.
9. Assist the Chief Financial Officer with projects.
10. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Business Management, Operations Management or related field
- Extensive experience in PK-12 school operations strongly preferred
- More than five years of experience in senior management of a multi-level organization preferred
- Equivalent combination of education and experience will be evaluated

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Must meet district driver insurability requirements

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to carry a pager, be on call and/or respond to calls 24/7
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, SharePoint and/or other department software packages



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Chief Financial Officer	
Direct reports:	Director of Child Nutrition	1
	Director of Transportation	1
	Custodial and Delivery Services Manager	1

- Responsible for interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feed	X			
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	