

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Executive Director of Operations

**Exemption Status/Test:** Exempt/Administrative

**Reports to:** Asst. Supt. for Business-Finance & Operations

**Admin/Prof Pay Grade:** 9 (226 Days)

**Dept./School:** Central Office

**Date Revised:** 12/05/2025

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**Primary Purpose:**

Under the direction of the Assistant Superintendent for Business–Finance & Operations, the Executive Director of Operations provides strategic leadership, oversight, and coordination for all district operational functions. This role supervises and supports the Senior Director of Safety & Support Services, Director of Maintenance, and Construction Manager to ensure that district operations—including safety and security, maintenance, facilities and construction, transportation, technology, food service, and health services—are integrated, efficient, compliant, and aligned with district goals and long-range planning. The Executive Director ensures high-quality operational services that contribute to safe, effective learning environments and strong customer service for students, staff, and the community.

**Qualifications:**

**Education/Certification:**

**Required:** Bachelor’s degree in Business Administration, Public Administration, Engineering, Operations Management, Educational Leadership, or a related field

**Preferred:** Master’s Degree in a related discipline

**Preferred:** Professional certifications in project or construction management (PMP, CCM)

**Preferred:** TASBO Certification

**Special Knowledge/Skills:**

- Knowledge of Texas public school operations, laws, regulations, and guidelines
- Strong understanding of facilities management, maintenance operations, and construction planning
- Strong understanding of bonds management, construction procurement (CMAR, CSP, bidding)
- Knowledge of safety, security, emergency management, and risk mitigation practices
- Ability to lead multi-departmental operations through subordinate directors
- Ability to manage large-scale operational budgets and multi-departmental planning
- Ability to analyze data, evaluate operational performance, and implement process improvements
- Ability to interpret rules, laws, and policies and provide clear guidance to staff
- Strong leadership, communication, conflict resolution, and interpersonal skills
- Ability to problem-solve, think strategically, and respond effectively under pressure

**Experience:**

- Minimum of five (5) years of supervisory or leadership experience in school district operations, facilities management, construction, engineering, or a related field
- Experience in project management, emergency operations, or oversight of multiple operational departments preferred
- Experience working in a Texas public school district environment strongly preferred

## **Major Responsibilities and Duties:**

### **Strategic Districtwide Operational Leadership**

1. Serves as a key advisor to the Assistant Superintendent on all matters related to district operations, capital planning, safety, and long-range facility needs.
2. Provide direction and strategic alignment for all district operational services.
3. Lead long-range planning for facilities, capital improvements, student transportation, technology infrastructure, food service, and health/safety systems.
4. Ensure operational decisions support instructional priorities and campus needs.
5. Monitor and evaluate performance of operational departments through established metrics and reporting systems.

### **Leadership of Senior Director & Operational Departments**

6. Supervise and support the Senior Director of Safety & Support Services.
7. Ensure the Senior Director effectively leads:
  - a. Transportation
  - b. Food Service
  - c. Technology
  - d. Health Services/Lead Nurse
  - e. Safety & Security
8. Provide coaching, guidance, and performance evaluation for the Senior Director.
9. Ensure that subordinate operational directors receive appropriate guidance, resources, and accountability through the Senior Director.

### **Facilities, Maintenance, and Construction Oversight**

10. Directly supervise the Director of Maintenance and Construction Manager.
11. Oversee maintenance operations, preventive maintenance programs, energy management, and facility service standards.
12. Oversee district bond projects, construction schedules, budgets, and contractor/architect performance.
13. Ensure compliance with Texas procurement laws and district policy in all construction and renovation projects.

### **Safety, Security, and Emergency Management**

14. Collaborate with the Senior Director to ensure district compliance with emergency operations requirements, state mandates, and safety audits.
15. Support strategic planning for crisis response, safety drills, and security infrastructure improvements.
16. Ensure district systems support a safe environment for students, staff, and visitors.

### **Budget, Planning, and Resource Management**

17. Assist the Assistant Superintendent in developing and managing operational budgets.
18. Ensure effective procurement aligned with district policy, state law, and fiscal responsibility.
19. Lead planning for capital replacement schedules, fleet management, technology refresh cycles, and major systems upgrades.

## **Policy, Compliance, and Reporting**

20. Ensure operational departments adhere to TEA regulations, TASB policy, federal requirements, and board policy.
21. Prepare and maintain required reports, documentation, and compliance records.
22. Maintain updated operational procedures, manuals, and emergency operation plans.

## **Personnel Management**

23. Supervise and evaluate the Senior Director of Safety & Support Services, Director of Maintenance, and Construction Manager.
24. Provide leadership development, coaching, and succession planning for key operational roles.
25. Participate in hiring, evaluation, and performance management decisions within supervised departments.

## **Other Responsibilities**

26. Maintain regular attendance and comply with district attendance requirements.
27. Work extended or irregular hours as needed.
28. Perform other duties as assigned

## **Supervisory Responsibilities:**

### **Direct Supervision:**

- Senior Director of Safety & Support Services
- Director of Maintenance
- Construction Manager

### **Indirect / Through Senior Director:**

- Director of Transportation
- Director of Food Service
- Director of Technology
- Lead Nurse
- Safety & Security personnel
- Additional support staff as assigned

## **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; ladder; testing equipment; small truck or van

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; work around moving objects or vehicles; work alone; may work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.