

# HILLMAN COMMUNITY SCHOOLS

## JOB POSTING

### Deputy Director of Operations

#### For 2025-26 School Year

The Deputy Director of School Operations is responsible assisting the Director of Operations and overseeing all non-instructional aspects of a school's daily operations, including facilities management, transportation, food services, safety protocols, budgeting, and staff management, ensuring the smooth running of the school by managing logistics, compliance, and maintenance while supporting the instructional focus of the teaching staff. Additional duties as assigned by the Director of Operations and the Superintendent. Reports to the Director of Operations.

#### **Facilities Management:**

- Overseeing building maintenance, repairs, and upkeep
- Managing custodial staff and coordinating cleaning schedules
- Ensuring compliance with safety regulations and building codes
- Planning and managing facility upgrades and renovations

#### **Budgeting and Financial Oversight:**

- Developing and managing the school's operational budget
- Monitoring expenditures and identifying cost-saving measures
- Overseeing procurement processes and vendor contracts

#### **Transportation Management:**

- Coordinating student transportation logistics
- Managing transportation staff and maintenance schedule of vehicles
- Managing bus routes and schedules

#### **Food Services:**

- Managing school cafeteria operations
- Managing food service staff and ordering of supplies
- Ensuring compliance with food safety regulations
- Overseeing meal planning and menus
- Overseeing procurement processes and vendor contracts

#### **Safety and Security:**

- Implementing and monitoring emergency response plans
- Managing security systems and access control
- Conducting safety drills and training for staff

#### **Staff Supervision:**

- Leading and managing operational staff including custodians, transportation staff, maintenance workers, and food service staff.

### **Compliance and Reporting:**

- Ensuring adherence to district, state, and federal regulations
- Maintaining accurate records and reporting

## **QUALIFICATIONS**

### **Education & Qualifications:**

- Associates Degree preferred;
- Minimum of 2 years of professional experience required, with 4 years preferred;
- Prior school or education experience preferred;
- Experience with payroll and accounting systems preferred;
- Managerial experience preferred
- Applications must include a full resume with at least three references
  - Hillman Application can be found on our website at
    - <https://www.hillmanschools.com/district-office/employment/>

### **Knowledge & Skills:**

- High tolerance for changing work priorities and deadlines, and a willingness to take on responsibilities and to prioritize work on multiple projects;
- Highly detail-focused and results-oriented;
- Ability to communicate and interact effectively with multiple constituencies including parents, staff and students;
- Team-player attitude and strong customer-service orientation;
- Excellent organizational, planning, and implementation skills;
- Excellent written and verbal communication skills

**Reports to:** Superintendent

**Posted on:** Wednesday, March 12, 2025

**Apply by:** Until position is filled

**Apply to:** **Dr. Pamela Rader, Superintendent**

raderpa@hillmanschools.com

Hillman Community Schools

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Hillman Mi, 49746

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