



**SHIPROCK ASSOCIATED SCHOOLS, INC.**

**P.O. BOX 1809**

**SHIPROCK, NM 87420**

**Phone: (505) 368-2100 | Fax: (505) 368-2076**

**www.sasischools.net**

## **Operations Manager Position Description**

<b>Department</b>	Administration	<b>Reports To</b>	Executive Director
<b>Salary Range</b>	Based on appropriate salary structure	<b>Classification</b>	Non Certified
		<b>Supervises</b>	
<b>Contract Days</b>	260	<b>Effective Date</b>	
<b>Type of Position</b>	Full Time	<b>Revised Date</b>	March 15, 2023

### **PERFORMANCE EXPECTATIONS**

In performance of their respective tasks and duties all employees at the Shiprock Associated Schools, Inc. (SASI) are expected to conform to the following:

- Adhere to all Shiprock Associated Schools, Inc. policies and the professional and ethical behavior standards of public education.
- Interact in an honest, trustworthy and dependable manner with students, teachers, administrators, parents and the community.
- Abide by all applicable Public Education standards and Navajo Nation Laws.
- Possess cultural awareness and sensitivity.
- Maintain a valid insurable driver's license.

### **POSITION PURPOSE**

This position plans and coordinates the operations of the SASI Transportation and Facilities Department.

### **ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES**

- Complies with and supports all Shiprock Associated Schools' policies and procedures.
- Integrates the school philosophy, vision, and mission statements into areas of work.
- Ensures the safe and efficient utilization of staff and equipment to meet the programmatic needs of students and staff.
- Coordinates and is responsible for the school safety plan and response.

- Monitors and maintains the computer-based Integrated Facilities Control System.
- Supervises and monitors of Transportation and Facilities.
- Oversees building and construction projects.
- Oversees and monitors facility inspections and compliance.
- Works closely with the Supervisor in resolving any alarms or warnings pertaining to the facilities control.
- Maintains logs of the key door lock system and entry systems including the reconfiguration of access codes when required.
- Assists in the development of required documents for any construction or improvement projects.
- Assists with the facilities and transportation budgeting process.
- Keeps supervisor informed regarding all transportation operations, issues, and inclement weather.
- Coordinates repair and maintenance of equipment within the department, recommends purchase of new equipment.
- Inspects school vehicles regularly and reports issues.
- Investigates causes of accidents and takes proactive steps to avoid future issues. Completes and forwards all accident reports to the supervisor.
- Confers with Federal, State, and Navajo Nation Commissions and other transportation systems to ensure compliance with applicable laws.
- Maintains accurate records of all necessary transportation mileage, bus reports, bus maps, daily inspection reports, expenditure reports and daily reports of the number of students riding the bus.
- Reports any misuse or damage to SASI owned or leased vehicles to the supervisor.
- Plans and directs School Bus Safety week twice annually.
- Ensures proper insurance coverage for all SASI vehicles, notifies supervisor of needed changes in coverage.
- Directs the recording of expenses and analyzes purchase and repair costs.
- Determines the number and types of vehicles for each route and/or trip. Assigns vehicle operators for each route or trip, balances transportation personnel assignments to ensure an equitable assignment of hours for all staff.
- Arranges the number of stops, length of route, and runs per shift for each route.
- Acts as a liaison with parents and community to explain school objectives and to solicit parental involvement.
- Conducts all transportation and facilities employee evaluations with the Human Resource Manager.
- Attends all required training and association meetings or appoint a designated representative.
- Provides a safe and clean work environment with the assistance of Facilities.
- Assumes responsibility for professional growth through on-going training, professional development days, licenses, and/or advanced coursework at institutions of higher learning.
- Performs other duties as assigned, within your scope of practice.

## MANDATORY MINIMUM QUALIFICATIONS

### **Experience:**

Three (3) years of direct work experience.

**Education:**

Bachelor's Degree in Business Administration, Public Safety or related field

**Mandatory Knowledge, Skills, Abilities and Other Qualifications:**

- Excellent customer service and interpersonal relationship skills.
- Ability to work effectively with students, parents, administrators and community members.
- Knowledge of transportation issues and procedures
- Knowledge of safety and security concerns.
- Knowledge of facility upkeep and inspection requirements.
- Must possess strong written and verbal communication skills.
- Ability to organize and prioritize work and to meet deadlines.
- Must have or able to obtain First Aid/CPR certification and a Navajo Nation food handler's permit.

**PREFERRED QUALIFICATIONS**

- Master's Degree in related field
- Bilingual (Diné/English)

**ENVIRONMENT**

The physical demand and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must lift and/or move 50 to 100 pounds, and may assist, move, or restrain students with greater weight when required to intervene in student safety issues. May be required to move light furniture.

While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear, and speak. Employee may require performing extensive work at a computer display terminal.

May be required to break up fights.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, toxic or caustic chemicals commonly used in instruction and/or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during their duties. The employee may be exposed to infectious disease as carried by students.

The employee may be exposed to bodily fluids and waste while performing duties in life skills, multi-handicapped, and some one-on-one situations.

The employee may be required to travel in school owned or leased vehicles while supervising and assisting students. Overnight travel may be required.

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions in the Governing School Board approved SASI policies and procedures.

**Mental Demands:**

There are several deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

**NAVAJO PREFERENCE**

SASI and its facilities are located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position. Other candidates will be considered only after all candidates entitled to primary preference have been fully considered.

**OTHER**

**All employees must fully uphold all principles of confidentiality and student care. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.**

**Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not**

**designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.**

**Reviewed By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**ACKNOWLEDGMENT**

I have reviewed the content of the Operations Manager position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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Employee (printed name)

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Employee (signature)

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Date

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Supervisor (printed name)

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Supervisor (signature)

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Date