



HATTIESBURG PUBLIC SCHOOL DISTRICT

The Hattiesburg Public School District is currently
accepting applications for the follow positions:

Director of Operations

To manage and supervise all buildings and repair projects. Maintains safety standards and compliance with state and federal laws, regulations, and policies with regard to school building and grounds, school transportation, and risk management. Develops a program of preventive safety rules. Recruits, trains, and supervises all transportation, maintenance and grounds personnel. Makes recommendations for personnel employment, transfer, promotion, and release. Administers the building purchased services, landscape maintenance, and transportation budget. Authorizes purchases in accordance with budgetary limitations and district rules. Maintains all district owned physical plant and transportation equipment and develops plans for preventive maintenance. Submits all reports required by the State Department of Education. Examines school buildings on a regular basis for needed repairs and maintenance. Establishes priorities on repair projects. Estimates the cost of repair projects. Lays out, inspects work, and assists maintenance crewmembers. Develops a system for dealing with emergency repair problems with efficiency. Establishes a regular preventative maintenance program. Maintains and submits records as are required to local, state, and federal agencies. Develops recommendations for future growth and building land needs. Have a working relationship with contractors and architects. Advises the Superintendent on road hazards for decisions of school closing during inclement weather. Cooperates with school principals and others responsible for planning school-sponsored trips. Cooperates with principals and site supervisors to ensure that facilities maintain a clean and orderly environment experience the many benefits that come from pride and ownership among students, faculty and the support of the community. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities. Prepares bus routes for schools in the district. Acts as liaison with parents on bus complaints and special requests. Develops recommendations for future transportation needs. Successfully completes the district staff development program. Demonstrates prompt and regular attendance. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan. Performs other duties as assigned.

Qualifications include: Post-high school degree or certification preferred. Good physical health. Demonstrated skills in communication (oral and written). Must possess supervisory skills. Have general knowledge of land descriptions and leases. Have general knowledge of building trades. Able to set priorities

SOMEADDITIONAL OPPORTUNITIES ARE: Secondary Science Teachers, Secondary Math Teachers, Secondary History Teachers, Special Education Teachers, Elementary Teachers, Secondary English Teachers, Kindergarten Teachers, Guidance counselor, Spanish Teachers, CTE Teacher, Band Teacher, Director of Operations, Director of Student Services and Activities, Principal, Mechanic, Child Nutrition Assistants, Child Nutrition Subs, Bus Drivers, Retired Certified Secondary Math Teacher, Retired Certified Secondary English Teacher, Retired, Certified Secondary Science Teacher and Retired Certified Elementary Teacher.

Hattiesburg Public School District
Department of Organizational Support

Apply online [@www.hattiesburgpsd.com](http://www.hattiesburgpsd.com)

Closing Date: Until position is filled
An Equal Opportunity Employer

