

WINONA-MONTGOMERY CONSOLIDATED SCHOOL DISTRICT

Dr. Teresa Jackson, Superintendent



218 Fairground Street
Winona, MS 38967
662.283.3731

www.winonamontgomerycsd.com

VACANCY ANNOUNCEMENT

Posting Date: February 15, 2018

Position Title: Administrative Operations Officer

Grade Structure: District-wide

Term of Employment: Twelve (12) months

Qualifications: Master's Degree in Administration

Licensure Requirements: Administrative Endorsement 486

Compensation: Base Salary - \$77,000

Reports to: Superintendent

Application Procedure: Complete application at www.winonamontgomerycsd.com.
Choose DEPARTMENTS> BUSINESS OFFICE > HUMAN
RESOURCES > Online Employment Application.

Application Deadline: Applications will be accepted until the position is filled.

Information: Contact Mrs. Judy Collins at (662) 283-3731.

*The Winona-Montgomery Consolidated School District does not discriminate based on race, color, national or ethnic origin, sex, disability, religion, veteran status, or age in the admission to and provision of educational programs, activities, and services or employment opportunities and benefits.
The Winona-Montgomery Consolidated School District is an Equal Opportunity Employer.*

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JOB DESCRIPTION

Administrative Operations Officer

MINIMUM QUALIFICATIONS: Master's Degree, Administrative Endorsement 486

REPORTS TO: Superintendent

SUPERVISES: Operations Secretary, Transportation Assistant, Athletics Assistant

TERMS OF EMPLOYMENT/SALARY: Twelve (12) months/Base Salary \$77,000

RESPONSIBILITIES:

- Serves as:
 - Athletic Director
 - Transportation Director
 - Discipline Administrator
 - Safe and Orderly Schools Coordinator
 - Asbestos LEA
 - Security plans and coordination for events
- Reviews and develops district policies with Superintendent and Board Attorney
- Maintains online policies
- Oversees residency issues and maintains affidavits
- Oversees hiring and training of substitute teachers
- Manages all non-discrimination policies and grievances
- Manages facilities and campuses
 - Oversees facility rentals, arranges security and cleaning services, invoices users
 - Acts as GCA liaison and manages projects with GCA and other companies
- Oversees district website
- Develops district activities calendar, resolves scheduling conflicts, disseminates information
- Other requirements: Timeliness, punctuality, professionalism and following Superintendent's direction.

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