



Job Title:	Director of School Services	Wage/Hour Status:	Exempt
Reports To:	Associate Superintendent of Budget and Finance	Pay Grade:	Professional Pay Grade 5
Dept. /School:	School Services	Date Revised:	May 25, 2011

Primary Purpose:

Direct and manage the district purchasing, records, assets, textbooks, drivers education and distribution division. Responsible to ensure legally sound and effective management practices of these divisions.

Qualifications:

Education/Certification:

Master's degree in education administration

Special Knowledge/Skills:

Knowledge of purchasing procedures and regulations
Knowledge of State Library Regulation on Records Management on Records Management
Ability to coordinate textbook allocations to schools
Ability to manage budget and personnel
Ability to interpret policy, procedures and data
Strong communication, public relations and interpersonal skills

Experience:

Four years management experience

Major Responsibilities and Duties:

Textbooks:

1. Direct textbook resources to meet student and teacher needs.
2. Communicate with central administration about staffing and student counts.
3. Maintain accurate count of textbooks issued by TEA to Mansfield ISD.

Purchasing:

4. Oversee and monitor purchasing division daily.
5. Assist with bids as necessary to ensure timely bid process.
6. Maintain line of communication between division personnel and central administration.
7. Implement bid time line procedure to improve purchasing division communication.

Records:

8. Supervise records management program to meet state records management.
9. Coordinate with high school registrars concerning student record storage and retrieval.
10. Communicate with schools and departments record management requirements to ensure district is following state guidelines.

Assets:

11. Compile, maintain, record, and secure all physical and computerized reports of district owned property.
12. Install a computerized system to track and locate district property.
13. Coordinate the disposal of surplus or obsolete assets.

Distribution:

14. Supervise distribution of warehouse items from purchasing to dispersement to departments.
15. Oversee district movement of Child Nutrition items, band equipment, school equipment/furniture, and other items by Distribution staff.

Driver's Education:

16. Administer and oversee driver education program.
17. Coordinate with campus Driver Ed supervisor concerning TEA guidelines and requirements.
18. Obtain rented cars and classroom material as needed.

Other:

19. Ensure that the various division in School Service contribute to the attainment of district goals and objectives.
20. Attend board meetings as bid approval require.
21. Participate in professional development activities to maintain current knowledge of purchasing, records, assets, textbooks, and other division under direction of the School Service Director.

Supervisory Responsibilities:

Supervise and evaluate the performance of school service staff.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent district wide and state wide travel. Occasional prolonged and irregular hours.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.