



Senior Director - Operations

BASIC FUNCTION

The Senior Director of Operations provides strategic leadership, operational oversight, and long-term planning for the district's nutrition services, custodial operations, and maintenance services. This position is responsible for overseeing the effective implementation of department-specific strategies, systems, and service models within the broader vision established by the Chief of Integrated Operations. This position ensures that all district facilities are safe, clean, sustainable, and conducive to student learning, and that nutritional services meet federal and state guidelines while supporting student wellness and achievement. This position reports to the Chief Operations and Technology Officer and serves as a key member of the Operations leadership team, translating strategic goals set by the Chief into actionable plans across departments. The Senior Director leads multiple departments with a focus on service excellence, regulatory compliance, equity, and operational efficiency.

REPRESENTATIVE DUTIES

This description does not describe all duties performed. This summary provides examples of typical tasks performed.

- Lead, supervise, and evaluate directors across Nutrition Services, Maintenance, and Custodial Services.
- Develop and implement operational strategies, goals, and budgets aligned with the district's strategic plan and educational mission.
- Oversee the planning, implementation, and evaluation of facilities preventive maintenance programs.
- Collaborate with relevant departments to ensure compliance with local, state, and federal laws and regulations related to school facilities, building codes, public health, workplace safety, and nutrition programs.
- Ensure appropriate management of district-wide nutrition programs, ensuring equitable access to nutritious, appealing meals while maintaining USDA and Oregon Department of Education compliance.
- Collaborate with other departments to ensure facility readiness for instructional programs, community use, emergencies, and special projects.
- Oversee sustainability initiatives and resource conservation efforts to align with district environmental goals.
- Develop and maintain strong vendor relationships and procurement practices in accordance with public procurement regulations.
- Translate district policy and strategic initiatives into operational practices across Nutrition Services, Facilities, and Maintenance.
- Support the development and execution of maintenance plans in alignment with priorities set by the Chief.
- Prepare and present reports to the Board of Education, executive leadership, and community stakeholders.
- Promote a culture of continuous improvement, customer service, and equity across all operational departments.
- Lead emergency response and recovery planning for facilities and food services operations.
- Perform other related duties as assigned.
- Demonstrate a strong commitment to Portland Public Schools' Racial Equity and Social Justice Commitment by deeply understanding and applying the district's Racial Educational Equity Policy. Lead and actively participate in professional development, training, and initiatives focused on diversity, equity, and inclusion in

both the workplace and K–12 education. Model equitable and inclusive behaviors, and identify, recommend, and implement improvements to leadership and educational practices that reflect the needs and strengths of a racially and culturally diverse community.

Note: See the Classification Specification which identifies essential duties required. This is strictly for use in compliance with the Americans with Disabilities Act.

KNOWLEDGE AND ABILITIES

The following knowledge and abilities are in addition to those outlined in the classification.

Knowledge of:

- Building systems and infrastructure, including HVAC, plumbing, electrical, and energy management.
- Federal, state, and local regulations governing public school facilities, workplace safety (e.g., OSHA), and public health standards.
- Budget development and financial management including cost-control strategies.
- Principles and practices of school nutrition program management, including USDA Child Nutrition Program requirements, procurement, and compliance.
- Principles of public procurement, vendor management, and contract administration.
- Facilities planning, maintenance operations, custodial services, and preventative maintenance strategies in large public institutions.
- Equity-focused leadership, culturally responsive practices, and inclusive service delivery in a public school context.
- Emergency preparedness and facility response planning, including coordination with school safety and security.
- Organizational change management and continuous improvement strategies in operational settings.
- Executive-level leadership in aligning multi-disciplinary operational systems—including facilities, technology, nutrition, transportation, and capital improvement—with academic priorities and student outcomes.
- Expertise in organizational change, equity-driven strategic planning, and systems thinking to foster continuous improvement in large, urban public sector contexts.
- In-depth understanding of public governance, funding mechanisms, regulatory compliance, and labor relations in K–12 education.
- Proven ability to lead cross-sector collaboration with public agencies, vendors, internal departments, and community stakeholders to drive innovation and inclusive service delivery.
- Skilled in navigating complex political, financial, and organizational environments to implement systemic change and infrastructure investment strategies.
- Strategic command of enterprise technology, data governance, and digital modernization to enhance operational resilience.
- Advanced knowledge of capital planning, sustainability practices, construction management, and school facility standards.
- Mastery of public sector fiscal management, including budget development, financial reporting, and resource optimization.

Ability to:

- Lead and manage large, diverse teams across nutrition services, maintenance, and facilities departments with a focus on service, efficiency, and equity.
- Develop and execute strategic plans aligned with district priorities, facilities master plans, and student nutrition goals.
- Interpret and apply complex policies, codes, and regulations related to school operations and health standards.
- Collaborate effectively with cross-departmental leaders, school administrators, external agencies, and community stakeholders.
- Analyze operational data to drive improvements in service delivery, facility efficiency, and student nutrition outcomes.
- Communicate clearly and persuasively with a wide range of audiences, including staff, families, and the public.
- Prioritize multiple complex projects and allocate resources effectively to meet district needs and timelines.
- Model a commitment to racial equity, cultural inclusion, and sustainability in all aspects of leadership and service delivery.
- Execute, write and draft RFP's and industry level contracts
- Demonstrate a strong commitment to Portland Public Schools' Racial Equity and Social Justice Commitment by deeply understanding and applying the district's Racial Educational Equity Policy. Lead and actively participate in professional development, training, and initiatives focused on diversity, equity, and inclusion in both the workplace and K-12 education. Model equitable and inclusive behaviors, and identify, recommend, and implement improvements to leadership and educational practices that reflect the needs and strengths of a racially and culturally diverse community.

EDUCATION AND EXPERIENCE

Education: Bachelor's degree in Public Administration, Business, Facilities Management, Nutrition, or related field required. Master's degree preferred.

Experience: Minimum of eight (8) years of progressive leadership experience in facilities operations, nutrition services, or large-scale maintenance within a complex organization, including at least five (5) years in a management role. Preferred: Experience in a K-12 public education environment.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

Special Requirements:

Work hours may include on- and off-campus evening and weekend activities and meetings and district, school and student functions.

Some positions in this classification may require the use of a personal automobile.

WORKING CONDITIONS

The working conditions are outlined in the job classification for the position and are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the

disability.

Remote Work Eligibility: not eligible

FLSA: Exempt
Classification: Senior Director
Job Code: 1464
Bargaining Unit: Non Represented
Salary Grade: SL100
Work Year(s): 260

Approval Date: March 2025

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.