



DIRECTOR OF CAMPUS OPERATIONS

Operations Leadership, Facilities, Technology, Safety, and Compliance

Position Title	Director of Campus Operations
Department	Operations
Reports To	Superintendent of Schools
Supervises	IT Personnel and Service Providers; Maintenance Personnel; Custodial Personnel; Safety and Security Personnel; Operational Support Staff; External Contractors and Vendors
Employment Status	Full-Time, Exempt
Schedule	Standard administrative work schedule with occasional evening, weekend, emergency response, and special event responsibilities
Location	Amigos Por Vida - Friends for Life Public Charter School, Houston, Texas

Position Summary

The Director of Campus Operations is responsible for providing strategic leadership, management, and oversight of all non-instructional campus operations, including facilities, maintenance, custodial services, school safety, security, information technology, vendor management, and operational compliance. The position exists to ensure that campus systems, personnel, and resources operate safely, efficiently, and effectively in support of student achievement and organizational success.

This position supports APV by developing proactive operational systems, identifying and mitigating risks, maintaining compliance with applicable regulations, safeguarding district assets, and ensuring that students and employees have a safe, secure, reliable, and well-maintained environment

in which to work and learn. The employee is expected to work collaboratively with district leadership, campus staff, contractors, vendors, families, and external agencies; exercise sound judgment; maintain appropriate records and confidentiality; and perform assigned responsibilities in accordance with APV policies and procedures.

Essential Duties

- Provide strategic leadership and oversight of all campus operational functions including maintenance, custodial services, information technology, safety, security, facilities, and related support services.
- Develop, implement, evaluate, and continuously improve operational systems, procedures, workflows, and performance standards that promote efficiency, reliability, accountability, and organizational effectiveness.
- Lead campus safety and compliance efforts by coordinating safety plans, emergency preparedness activities, drills, inspections, audits, corrective actions, regulatory reporting, and compliance with applicable federal, state, and local requirements.
- Oversee facilities, maintenance, and custodial operations; establish preventive maintenance systems; monitor work orders; manage facility improvements; and ensure campus buildings, grounds, and equipment remain safe, functional, and well maintained.
- Direct information technology operations including infrastructure, cybersecurity, network reliability, data privacy, technology support, and management of technology vendors and service providers.
- Manage operational budgets, purchasing activities, contracts, and financial resources while identifying opportunities for improved efficiency, cost savings, and responsible stewardship of district resources.

- Recruit, supervise, develop, evaluate, and support operational personnel while establishing clear expectations, accountability measures, and professional standards for performance.
- Collaborate effectively with district administrators, employees, families, contractors, vendors, regulatory agencies, and the Board of Directors to support campus operations and organizational goals.

Secondary Duties

- Coordinate and monitor contractors, consultants, vendors, and service providers to ensure contractual compliance, quality service delivery, and operational accountability.
- Assist the Superintendent and leadership team with operational planning, campus improvement initiatives, strategic projects, and organizational planning efforts.
- Prepare reports, presentations, analyses, recommendations, compliance documentation, and operational updates for district leadership, auditors, regulatory agencies, and the Board of Directors.
- Support construction projects, technology upgrades, facility improvements, relocations, emergency planning activities, and other special initiatives consistent with district priorities.

Ancillary Duties

- Perform other duties consistent with the position, department, and needs of Amigos Por Vida - Friends for Life Public Charter School.
- Participate in meetings, training, school events, emergency preparation, drills, and other campus activities when assigned.
- Perform other duties as assigned that are reasonably related to the position, department, qualifications, and operational needs of APV.

- Provide additional support during emergencies, special events, staffing shortages, facility disruptions, or other circumstances requiring temporary reassignment of duties.

Authority and Role Boundaries

- The Director of Campus Operations has day-to-day authority to assign work, manage operational priorities, inspect work performance, provide coaching, direct contractors and vendors, monitor facilities and operational systems, and make routine operational decisions necessary to maintain effective campus operations.
- The Director may recommend expenditures, contracts, staffing adjustments, purchasing decisions, facility improvements, operational procedures, and corrective actions subject to applicable APV policies and administrative approval.
- Decisions concerning hiring, termination, formal discipline, compensation, major contracts, significant expenditures, policy changes, and other reserved authority remain subject to applicable APV policy and administrative approval.
- The employee must protect confidential student, employee, financial, security, operational, technology, and other restricted information encountered through the position.
- The employee must operate within established APV policies, procedures, budgets, supervisory structures, and legal requirements.
- During emergencies, the employee will support APV's established emergency procedures and incident-command structure and will prioritize life safety over routine duties.

Minimum Qualifications

- Minimum of five (5) years of progressively responsible leadership experience in operations, facilities management, maintenance, technology, safety and security, construction, public works, municipal services, military operations, or related operational environments.
- Demonstrated experience managing multiple operational functions, budgets, vendors, contracts, projects, and staff.
- Demonstrated ability to perform the essential responsibilities of the position.
- Ability to use email, office technology, maintenance systems, technology management tools, budgeting software, and position-specific systems and equipment.
- Effective written, verbal, and interpersonal communication skills.
- Ability to organize work, manage priorities, maintain records, and meet established deadlines.
- Valid Texas driver's license and acceptable driving record.
- Satisfactory criminal-history, fingerprint, employment, and other required records reviews, and eligibility to work in a school environment under applicable law and APV policy.

Preferred Qualifications

- Bachelor's degree in Business Administration, Public Administration, Facilities Management, Construction Management, Technology Management, Education Administration, or a related field.
- Experience in a Texas public school district, charter school, government agency, military organization, or similarly regulated environment.

- Professional certification related to facilities management, project management, emergency management, technology, safety, construction, or operations leadership.
- Knowledge of Texas Education Agency operational, facilities, safety, and compliance requirements.
- Additional leadership experience overseeing multiple operational departments simultaneously.
- Bilingual communication skills in English and Spanish.

Knowledge, Skills, and Abilities

- Thorough knowledge of facilities management, maintenance operations, custodial services, school safety, emergency preparedness, information technology systems, vendor management, and operational administration.
- Ability to translate organizational priorities into clear actions, assignments, schedules, procedures, and measurable outcomes.
- Sound professional judgment, discretion, dependability, and accountability.
- Strong organizational, documentation, problem-solving, project-management, and time-management skills.
- Ability to proactively identify operational risks and implement preventive solutions before problems impact district operations.
- Ability to communicate clearly and professionally with administrators, employees, students, families, vendors, contractors, governmental agencies, and community members.
- Ability to work independently while collaborating effectively with other departments and employees.

- Ability to manage multiple priorities and respond appropriately to changing circumstances.
- Ability to maintain confidentiality and appropriately handle sensitive information.
- Ability to remain calm, exercise sound judgment, and follow established procedures during emergencies or unusual circumstances.

Physical Demands and Work Environment

- The physical demands described below are representative of those required to perform the essential functions of the position, with or without reasonable accommodation. The employee must be able to:
- Use a computer, telephone, mobile device, radio, office equipment, tools, and other equipment required by the position.
- Communicate effectively in person, electronically, and by telephone or radio.
- Move throughout assigned campus areas and access locations necessary to perform job responsibilities.
- Sit, stand, and walk for periods appropriate to the position.
- Bend, stoop, kneel, crouch, climb stairs, reach, push, pull, and perform other physical activities necessary to inspect facilities and operational work.
- Lift and carry items weighing up to 30 pounds.
- Work indoors and outdoors in varying weather and environmental conditions.
- Work around students, employees, visitors, equipment, construction activities, maintenance operations, noise, crowds, and other conditions normally encountered in a public-school environment.

- Use required personal protective equipment and comply with applicable workplace-safety requirements.

Performance Standards

- Assigned responsibilities are completed accurately, professionally, and within established timelines.
- Work consistently supports the mission, priorities, and operational needs of APV.
- Communication with supervisors, employees, departments, families, vendors, and stakeholders is timely, professional, and solution-oriented.
- Required documentation, reports, records, and compliance activities are completed accurately and maintained appropriately.
- Problems, hazards, compliance concerns, operational risks, delays, and other significant issues are identified and addressed proactively.
- Resources, supplies, equipment, facilities, contracts, and funds under the employee's control are managed responsibly and in accordance with APV procedures.
- The employee demonstrates reliability, professionalism, sound judgment, appropriate confidentiality, and effective collaboration.
- Applicable laws, policies, procedures, safety requirements, and supervisory directions are consistently followed.
- Facilities, maintenance systems, custodial services, and operational programs function effectively and support student and staff success.
- Technology systems remain reliable, secure, and appropriately maintained.

- Safety programs, drills, inspections, audits, and corrective actions are completed as required.
- Operational systems are developed and maintained in a manner that prevents recurring problems and promotes long-term organizational effectiveness.

Terms, Conditions, and Acknowledgment

This job description identifies the general nature and level of work expected and is not an exhaustive list of every duty. Assignments, responsibilities, schedules, work locations, and priorities may be adjusted to meet the needs of Amigos Por Vida - Friends for Life Public Charter School.

The employee must comply with applicable federal and state law, APV policies and procedures, safety requirements, emergency protocols, Human Resources procedures, confidentiality requirements, and lawful supervisory directions.

Nothing in this job description creates a contract of employment or alters the employment relationship established by applicable law, Board policy, or APV employment documents.

Amigos Por Vida - Friends for Life Public Charter School provides equal employment opportunities and reasonable accommodations in accordance with applicable law. Final employment language, authority, duties, and classification are subject to administrative review.

Employee Signature: _____ Date:

Supervisor / APV Representative: _____ Date:
