

HAMMONTON PUBLIC SCHOOLS

HAS THE FOLLOWING CERTIFICATED POSITION AVAILABLE
FOR THE 2025-2026 SCHOOL YEAR

Director of Operations

Qualifications:

- Certified Educational Facilities Manager Certificate (preferred)
- NJDOE Supervisors Standard Certificate (required)
- OSHA 10 Certificate (preferred)
- Demonstrated organizational, communication and interpersonal skills

Job Goal: To oversee the day-to-day management of the district's operations, ensuring all aspects of the district run smoothly and efficiently by developing and implementing strategic operational plans, managing department budgets, supervising staff and making operational decisions to meet the district's goals.

Supervises: All Custodial, Maintenance, Grounds, Food Service, Transportation, and Technology staff

Performance Responsibilities:

- Oversees the operation and maintenance of all school facilities and supervises custodial, maintenance and grounds services, ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
- Oversight of the development and implementation of a multi-year (3-5 years) comprehensive maintenance plan and the district's long-range facilities master plan.
- Is responsible for the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations; and supervises food service personnel in coordination with the district's food service supervisor.
- Is responsible for the safe, efficient operation of the student transportation program; ensures proper maintenance of district-owned buses in coordination with the district transportation supervisor.
- Ensures technology infrastructure including security cameras and communication systems are operational in coordination with the district technology coordinator.
- Manages the implementation and development of facility needs and oversees all construction programs. Helps develop educational standards for sites, buildings and equipment; prepares cost data; and cooperates with architect and construction supervisor during construction programs.
- Acts as the agent of the Board in site acquisitions and sale/lease of property. Oversees scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
- Assists in recruiting, screening, hiring, assigning, supervising, and evaluating personnel for positions in the offices under his/her jurisdiction.

Terms of Employment: Twelve months. Contract terms and salary to be determined by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of state law, administrative code, and the board's policy on evaluation of staff.

SEND RESUME & LETTER OF INTEREST TO:

**Thomas Ramsay, Superintendent
Hammonton High School
566 Old Forks Road
Hammonton, NJ 08037
(609) 561-3567 (Fax)**

OR EMAIL TO: chodonnell@hammontonps.org

ALL INFORMATION MUST BE RECEIVED NO LATER THAN FRIDAY, March 7, 2025

***** HAMMONTON PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER *****

The Hammonton Board of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, color, religion, national origin, ancestry, age, political affiliation, sex, armed forces, liability, physical handicap, social or economic status.

The Board is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Dated: February 18, 2025

***** If you are related to any Hammonton Board Member or the Superintendent, you ARE NOT eligible for employment in the Hammonton Public School system without Executive County Superintendent approval. "Relative" means an individual's spouse, by marriage or civil union pursuant to N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or the individual's or spouse's parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption. In addition, school district administrators are prohibited from exercising direct or indirect authority, supervision, or control over a relative of the administrator.**

List of Hammonton Board Members

Barbara Berenato	Linda Byrnes
Luke Coia	Kelly Donio
Kelli Fallon	Roe Hunter
John Lyons	Mickey Pullia
Raymond Scipione	Christine Scola
John Thomas	
Thomas Ramsay, Superintendent	