



Sisters School District

“Home of the Outlaws”

Position Title: Director of Operations

Date Posted: May 1, 2026

Date Position Closes: Open until filled

Date Available: July 1, 2026

Reports to: Superintendent

FLSA Status: Exempt

Description: Sisters School District is seeking a permanent, full-time Director of Operations. This eight-hour-per-day position is scheduled Monday through Friday, hours to be determined. The Director of Operations will oversee daily operations across facilities, maintenance, nutrition services, and transportation, while also managing staff schedules and assignments. Additional responsibilities include coordinating supply deliveries and serving as the district’s Safety Officer.

Essential Duties and Responsibilities:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Supervise facilities, maintenance, transportation, distribution, and nutrition services staff ensuring efficient operations in all departments.
- Monitor expenditures and maintain budgets.
- Develop work schedules and oversee day-to-day operations.
- Develop and maintain emergency plans, operating plans, food safety plans, and preventive maintenance plans.
- Prepare and solicit bids in accordance with ORS 279A, B, & C and the districts’ procurement policies.
- Supervise maintenance and construction projects.
- Evaluates employee performance and conducts annual reviews with all classified staff.
- Collaborate with district administrators on support as well as various committees consisting of district employees, public agencies, and community members.
- Directs supervisors or lead personnel.
- Performs other duties and responsibilities as assigned.

Minimum Qualifications:

- Bachelor’s degree in Facilities Management, Engineering, Public Administration, or related field; OR comparable combination of education and experience.
- Experience in a facilities role for a school district or commercial organization with multiple grounds and facilities.
- Knowledge of construction processes and ability to supervise as well as assist with construction projects and daily duties.
- Knowledge of building systems and proper functions.
- Knowledge of transportation and the national school lunch program preferred.

- Must be able to obtain CDL and Oregon school bus operator license.
- Knowledge of fiscal management preferred.

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to thirty (30) pounds and occasionally up to fifty (50) pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Working Conditions:

This position operates in both office and field environments and requires frequent visits to school and district sites to observe, support, and evaluate custodial, facilities, maintenance, nutrition, and transportation operations. The role occasionally involves hands-on participation in custodial or maintenance work to model expectations, understand system-level barriers, or provide support during high-need situations. Occasionally work beyond a standard 40-hour work week when workload requires.

Employment, Salary, and Benefits:

- Director level salaries are determined based upon education, market-competitive benchmarks, and other relevant factors determined by the district. The projected salary for this position is \$110,000.00 annually.
- This is a full-time (1.0 FTE), 260-day contract position, including twenty (20) paid vacation days, twelve (12) paid holidays, three (3) paid personal days, twelve (12) days of paid sick leave, and paid bereavement leave.
- Sisters School District offers a competitive and comprehensive benefit package to team members, and contributes a district paid monthly amount towards these benefits. Benefits include medical, prescription, dental, vision, life and disability insurance, employee assistance (EAP), and wellness programs.
- Sisters School District offers additional optional benefits such as 403 (b) and 457 (b) retirement savings plans, and other optional coverages.
- Employer-paid PERS once eligible.

Submission Details: Submit your Talented Recruit & Hire Application, Cover Letter, Resume, Transcripts and Three (3) letters of recommendation on Talented Recruit and Hire at: <https://sisters.schoolspring.com/> (Link on webpage).

Contact: The Human Resources Department for any questions regarding this position at (541) 549 - 8521 Ext. 5021.

Notice of Nondiscrimination

The Sister's School District is committed to equal opportunity and does not discriminate on the basis of race¹, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, age, marital status, veteran status, or any other protected status in our programs and activities.

[1] Includes discriminatory use of Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type, and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).