



La Joya Independent School District
Human Capital & Talent Development
200 West Expressway 83
La Joya, Texas 78560
Telephone (956) 323-2627

School Board
Julian Alvarez III, President
Anita Chavez, Vice-President
Alyssa Peña, Secretary
Celso Gomez Jr., Member
Dr. Rosalva Hernandez, Member
Dr. Carlos Margo, Member
Jessica Ochoa, Member

Job Title: Chief of Operations and Infrastructure

Wage/Hour Status: Exempt

Reports to: Superintendent

Pay Grade 10: Administrative Education

Dept./School: Operations and Infrastructure

Date Initiated: April 2025

WHO WE ARE

La Joya Independent School District (LJISD) is committed to the success of every student and staff member. With a century-long tradition of excellence in the Rio Grande Valley, we are proud to serve over 22,000 students across more than 30 campuses. Our mission—**Educational Excellence: The Right of Every Student**—drives our work every day.

We are grounded in five district priorities:

1. Customer Service
2. Trust & Transparency
3. High-Quality Instruction
4. Excellence in Leadership
5. Integrity & Accountability

We believe that attracting, developing, and retaining high-quality talent is essential to student success.

WHO ARE WE LOOKING FOR

La Joya ISD is seeking a visionary operational leader who brings deep expertise in facilities, logistics, and service systems that directly impact student success. The ideal candidate is a proactive problem-solver with a strong track record of managing complex teams, delivering results, and maintaining high standards of safety, efficiency, and customer service.

This leader must understand the critical role that clean, safe, and well-maintained facilities play in supporting instruction. They will be responsible for guiding large-scale projects, streamlining operations, and fostering a culture of responsiveness and excellence across all departments. A collaborative mindset and strong interpersonal skills are essential for building trust across departments and with the community.

We are looking for someone who:

- Leads with a sense of urgency, attention to detail, and a commitment to continuous improvement
- Thinks strategically and can scale systems to meet the needs of over 30 campuses and support facilities
- Communicates effectively with district leaders, campus administrators, and operational teams
- Brings experience managing large construction, transportation, or facilities-related projects

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- Understands and values the role of operations in creating environments where students and staff thrive
- Can lead with transparency, fiscal responsibility, and accountability to the Board and community

The successful candidate will champion operational excellence and ensure La Joya ISD's physical environments meet the highest standards of functionality, safety, and service.

WHY LA JOYA ISD

You will be joining a district that is building on a strong tradition of athletic and academic excellence while rapidly evolving to create innovative systems that elevate student outcomes through athletics. As Executive Director, you will receive strategic, targeted support in your leadership journey and have access to high-quality, research-based professional development and resources. La Joya ISD is deeply committed to continuous improvement, data-driven decision-making, and fostering a culture of growth—for our students, staff, and athletic programs.

Qualifications

Education/ Certification:

- Master's degree in Educational Leadership, Business Administration, or a related field (required)
- Doctorate in Educational Leadership or a related field (preferred)
- Texas certification in school business operations or facility management (preferred)

Special Knowledge/Skills:

- Comprehensive knowledge of facilities operations, child nutrition, transportation, and warehouse logistics
- Ability to manage budgets, capital improvement plans, and personnel across departments
- Knowledge of local, state, and federal regulations related to safety, construction, and procurement
- Experience in bond planning, vendor negotiation, and project oversight
- Excellent communication, collaboration, and leadership skills

Experience:

- Minimum of 5 years of senior-level leadership in school or infrastructure operations
- Experience managing teams, facilities construction, or capital project delivery
- Proven operational and facilities leadership within an educational or comparable setting
- Demonstrated capability in leading complex projects, including those that emphasize instructional sustainability

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Major Responsibilities and Duties:

Operations Leadership

- Lead department teams to enhance district-wide operational efficiency, focusing on performance metrics, streamlined processes, and resource optimization, while ensuring operations support dynamic educational delivery and administrative efficiency.
- Advise the Superintendent on industry standards and compliance, ensuring best practices in contracts, legal actions, and facilities management, advocating for operational improvements and customer service excellence.
- Implement strategic planning for facilities and infrastructure focusing on creation of optimal learning environments through robust project management and HVAC system improvements.
- Serve on the superintendent's cabinet, contributing to the vision for technology and operational excellence in supporting district strategies, serving as a resource for planning, strategy development and technical assistance.
- Oversee districtwide functions in maintenance, custodial services, transportation, warehouse operations, child nutrition, and construction management.
- Ensure all operations align with instructional goals and support safe, healthy, and engaging learning environments.
- Ensure every campus in La Joya ISD—elementary, middle, and high school—is maintained to a high standard of cleanliness, safety, and functionality to support teaching and learning.
- Collaborate with district leadership on short- and long-term planning, ensuring facility readiness, energy efficiency, and cost-effectiveness.
- Lead district wide implementation of preventive maintenance programs and operational audits.
- Support the needs of La Joya ISD's growing student population and aging infrastructure through efficient planning and project management.

Strategic Planning & Project Oversight

- Coordinate planning and delivery of capital improvement projects, including new construction and renovations.
- Oversee vendor contracts and construction timelines, ensuring project compliance with safety, code, and quality standards.
- Ensure readiness for bond implementation and provide transparent progress updates to the Board and community.
- Partner with school and district leadership to prioritize infrastructure needs across La Joya ISD's campuses and administrative sites.

Budget & Resource Management

- Develop, manage, and monitor operational budgets across all assigned departments.
- Ensure proper use of district funds, efficient operations, and alignment with strategic priorities.
- Work closely with the Finance Department and Superintendent to ensure fiscal stewardship and transparency across operational departments.

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Safety & Compliance

- Ensure compliance with all local, state, and federal safety regulations including ADA, OSHA, TEA facilities standards, and child nutrition guidelines.
- Lead emergency preparedness planning and facilities-related crisis response in coordination with school police and emergency personnel.
- Maintain oversight of district wide security, inspections, and risk mitigation practices.
- Ensure that all facilities meet the expectations outlined in La Joya ISD's safety and accessibility initiatives.

Communication & Board Relations

- Present reports and project updates to the Superintendent and Board of Trustees.
- Communicate department goals and timelines clearly and consistently with all stakeholders.
- Support transparency through regular reporting and accountability systems.
- Represent La Joya ISD operations during public meetings, community events, and leadership planning sessions.

Supervisory Responsibilities:

Supervise and evaluate the directors and supervisors of:

- Facilities & Maintenance
- Custodial & Grounds
- Child Nutrition
- Transportation
- Warehouse & Logistics
- Construction & Safety Projects

Additional supervisory responsibilities include:

- Leading performance evaluations, coaching, and professional growth planning for operational leaders
- Ensuring leadership succession plans and talent pipelines are in place across operations departments
- Collaborating with Human Capital to recruit, train, and retain high-performing operational staff
- Overseeing the development of departmental goals, accountability metrics, and improvement plans
- Ensuring cross-departmental coordination, compliance with regulations, and alignment with district initiatives

Provide coaching and accountability to ensure departmental alignment with district goals, compliance standards, and service excellence.

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Working Environment:

- **Location:** District-level office with frequent campus and project site visits
- **Schedule:** Frequent extended hours; available during emergencies or facility crises
- **Physical Demands:** Standing, walking, and driving between campuses and job sites
- **Environmental Conditions:** Exposure to heat, cold, dust, chemicals, construction zones
- **Mental Demands:** Ability to prioritize competing demands, respond to crisis events, and maintain emotional control under stress

Position Working Days: 226

Employee's Signature: _____ Supervisor's Name: _____

Employee's ID: _____ Supervisor's Signature: _____

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