



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	CHIEF OPERATIONS OFFICER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8467
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Serves as the executive chief and provides administrative leadership for the management of the Operational and Administrative Services division. Oversees the planning, development, assessment, and improvement of operational services and administrative programs, including non-instructional projects. Assists the Superintendent of Schools in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for K-12 school students. Responsible for the implementation of District policies and programs related to Facilities and Environmental Services, Transportation Services, Nutrition Services, and other non-instructional projects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administers the overall operational activities of the District with responsibility for Facilities and Environmental Services, Transportation Services, Nutrition Services, and other non-instructional projects

Integrates the operational activities with the programs of other District organizational units to provide the most efficient and effective education possible for students

Provides strategic planning and executive leadership in the verification and validation of programs and practices within the division

Establishes, monitors and maintains procedures that enable the division to operate in a manner that is fiscally sound while maximizing the use of human resources and supporting the District mission; develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Prepares reports and recommendations for the Superintendent of Schools and the Board of Education for all aspects of the operational and administrative services

Attends all meetings of the Board of Education and provides input, when requested by the Superintendent of Schools, related to programs and support services to the Board of Education and the public

Provides leadership and expertise in forming, guiding, advising, and evaluating all positions assigned to the division of Operational and Administrative Services

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to instructional programs

Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that the division is organized and administrated in a manner which promotes student learning and accomplishes the goals of the District

Administers the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of operation and services

Administers the establishment and maintenance of effective conditions for successfully implementing the approved operational activities and ensures that materials and services necessary for the accomplishment of District operational goals

Interprets the policies and regulations of the Board of Education and administrative directives of the Superintendent of Schools and monitors all programs to ensure consistency with District policies and fiscal responsibility

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree or Bachelor's Degree with equivalent years of experience within the field of Operations
Five (5) years successful administrative and management experience
Ability to absorb, analyze, organize and communicate information and ideas
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree
Experience in urban/suburban school district with student population representing cultural plurality
Advanced preparation or doctorate
Experience in diverse workplace