



REVISED: Submitted:  
07/01/2023 03/28/2023

JOB TITLE:	CHIEF OPERATIONS OFFICER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8313
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Serves as the executive chief and provides administrative leadership for the management of the Operational Services division. Oversees the planning, development, implementation, assessment, and improvement of operational systems and processes. Assists the Superintendent of Schools in promoting overall operational efficiency of the District and optimizing service and support of educational opportunities for K-12 school students. Responsible for the implementation of District policies and programs related to Facilities (Planning, Maintenance, and Health & Safety), Transportation Services, Nutrition Services, Supply Services, and Geographic Information Systems.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administers the overall operational activities of the District with responsibility for Facilities Planning, Facilities Maintenance, and Facilities Environmental Health & Safety, Real Properties Management, and Programmatic Space Allocations, Student Transportation Services and Fleet Management, School & Community Nutrition Services, Supply Services, and Geographic Information Systems and Logistics Optimization Services

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 services

Attends all meetings of the Board of Education and provides input

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

Administers the cost-effective and timely implementation of all projects and strategic plan initiative pertaining to and within all areas of operational 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

Maintains current knowledge of school operations and District programs, Kentucky Statutes, Kentucky board of Education regulations, and JCPS Board policies and procedures to ensure that the division is organized and administrated in a manner which promotes student learning and accomplishes the goals of the District

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

Evaluates staff as assigned

#### 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