

JOB TITLE  
CHIEF OPERATIONS OFFICER

DIVISION  
OPERATIONAL AND  
ADMINISTRATIVE SERVICES

REPORTS TO  
SUPERINTENDENT OF  
SCHOOLS

SALARY SCHEDULE & GRADE  
I I/IV, GRADE 18

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JANUARY 9, 2012

### 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 Human Resources, Facilities and Environmental Services, Transportation Services, Nutrition Services, Informational Technology and other non-instructional projects.

### PERFORMANCE RESPONSIBILITIES

1. Administers the overall operational activities of the District with responsibility for Human Resources, Facilities and Environmental Services, Transportation Services, Nutrition Services, Informational Technology and other non-instructional projects.
2. Integrates the operational activities with the programs of other District organizational units to provide the most efficient and effective education possible for students.
3. Provides strategic planning and executive leadership in the verification and validation of programs and practices within the division.
4. 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.
5. Prepares reports and recommendations for the Superintendent of Schools and the Board of Education for all aspects of the operational and administrative services.
6. 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.
7. Provides leadership and expertise in forming, guiding, advising, and evaluating all human resources assigned to the division of Operational and Administrative Services.
8. 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.
9. 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.
10. Administers the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of operation and services.
11. 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 are provided.
12. 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.
13. Performs other duties as assigned by the Superintendent of Schools.

### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

### MINIMUM QUALIFICATIONS

1. Bachelor's Degree
2. Ten (10) years successful administrative and management experience
3. Ability to absorb, analyze, organize and communicate information and ideas
4. Understanding of systems management

5. Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS

1. Master's Degree or equivalent years experience
2. Experience in urban/suburban school district with student population representing cultural plurality
3. Advanced preparation or doctorate

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