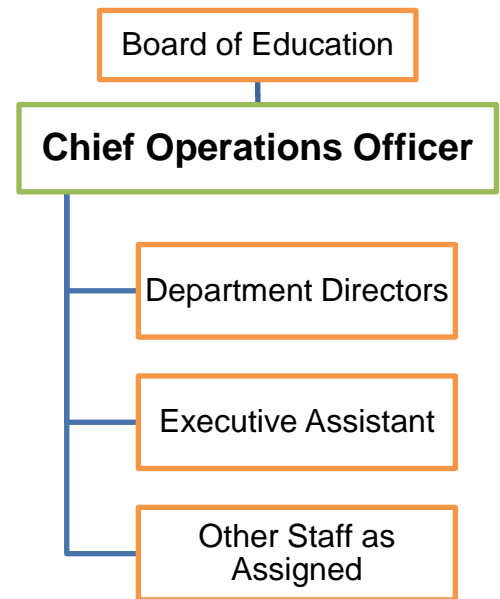


## CHIEF OPERATIONS OFFICER

<b>Job Title:</b>	Chief Operations Officer
<b>Initial:</b>	April 12, 2012
<b>Revised:</b>	July 13, 2017
<b>Work Year:</b>	261 days
<b>Office:</b>	Operations
<b>Department:</b>	Operations
<b>Reports To:</b>	Board of Education
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Administrative Salary Schedule

**Related Organization Chart**



**POSITION SUMMARY:** District 49 is led by three chief officers, rather than a single superintendent. Reporting directly to the board of education, the chief officers serve as the executive leadership team of the district.

The Chief Operations Officer (COO) leads the operations office in providing high quality services and support so that students, and staff, have the best opportunity to reach their highest potential. The COO leads the district’s core operations departments including facilities maintenance, transportation, nutrition services and security to ensure efficient and effective service delivery.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Leads, and promotes, a culture, and strategy, of continuous improvement throughout the operations office that compliments similar efforts throughout the district.
- Provides administrative direction and leadership to the members of the operations office departments.
- Oversees transportation, facilities maintenance, nutrition services and security activities to ensure efficient and lawful functioning of the district, and initiate standard operating procedures and policies.
- Ensures that all activities of the operations office conform to district policies, regulations and procedures.
- Communicates effectively with all members of the district and community.
- Working with the Chief Business Officer (CBO), assists in budget development, budget monitoring, and control procedures in designated areas. Effectively manages assigned budgets.
- Works cooperatively with CBO and CEO in administering individual site and/or area operational needs.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Prepares or directs the preparation of various reports to inform students, staff & constituents of the district's operational performance.
  - Directs the development of policies and regulations where Operations office departments is the stated custodian.
  - Prepares reports as directed by the Board of Education.
  - Participates, as appropriate, in the district's expansion and construction processes.
  - Supports the value of an education in an innovation environment with a leadership culture of serving education.
  - Supports the mission and philosophy of the district.
  - Promotes income generating opportunities for the district, in designated areas through relationships with other school districts, related entities, and business and community agencies.
  - Performs other work related duties as assigned.

**Supervision & Technical Responsibilities:** The COO directly supervises various department leaders as assigned.

**Budget Responsibility:** Budget and resource management and control as designated by the Board of Education.

## **QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

### **Education & Training:**

- BA or BS in business/operations management/related discipline and equivalent work experience in business/operations management.

### **Experience:**

- Minimum of ten (10) years' experience in business/operations management and/or business ownership; with experience in operations and operational related functions that significantly include, but not limited to: facilities & grounds maintenance, construction trades, transportation, technology and nutrition services.
- Prior experience in supervision of a work force in excess of 100 associates.

### **Knowledge Skills & Abilities:**

- Demonstrated ability to lead, manage, plan, organize and direct operational areas.
- Strong oral and written communication skills including the ability to develop effective written communications and to develop and deliver effective presentations at board meetings and other public settings.
- Strong problem solving skills required.
- Demonstrated ability to effectively lead, supervise and develop employees.
- Operating knowledge of and experience with personal computers and software, web-based applications and basic office equipment.
- Ability to create an environment of change and innovation toward problem solving by focusing on a culture of serving the needs of education.

### **Certificates, Licenses, & Registrations:**

- Valid Colorado Driver's License required at time of hire
- Criminal background check required for hire

## **OTHER WORK FACTORS**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to travel to schools, work sites and appointments. The employee must occasionally lift and/or move up to 25 pounds.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

**Work Environment:** While performing the duties of this job, the employee will at times work outside and be exposed to a variety of weather conditions. While working indoors, the employee will experience conditions typical in office/school environments.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*