

**Job Title:** CHIEF OPERATIONS OFFICER  
**Reports to:** Superintendent of Schools  
**Dept./School:** Executive Office  
**Wage/Hour Status:** Exempt  
**Date Revised:** September 20, 2021

### **Primary Purpose**

To provide effective leadership in the communication, coordination, and implementation of programs, activities, and services related to operations, facilities management, and technology, in order to enhance the quality of instruction for all students and ensure the safety of students and district personnel.

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree  
Valid Texas principal certificate or other appropriate certification

### **Special Knowledge/Skills**

Exceptional organizational, communication, public relations, and interpersonal skills  
Working knowledge of federal and state code governing areas of responsibility  
Ability to manage a budget, coordinate district functions and personnel

### **Experience**

Five years leadership experience in administration

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **School Climate**

1. Promote collegiality, teamwork, and participatory decision making among all district staff members.
2. Actively contribute to and support the district's instructional objectives as they are reflected in administrative policies and regulations.
3. Demonstrate skills in conflict resolution with administrators, parents, teachers, staff, and/or the community.
4. Demonstrate sensitivity in dealing with staff, students, and community members from diverse cultural backgrounds, communicates similar expectations of the staff throughout the district.

### **School Improvement**

5. Provide for systematic evaluation of the effectiveness of program services for the respective departments and offices as it relates to school improvement.
6. Supervise the administrative operations of designated departments and offices such as: Maintenance; Custodial; Construction; Transportation; and Technology by utilizing available data for effective decision-making towards accomplishing the district's mission and attainment of stated goals and objectives.
7. Direct the day to day operations of the District's Bond Projects and Capital Improvement Projects that encompass the Schematic Design; Design Development; Construction Document; Bidding/Negotiation; Construction and Closeout Phases and serves as the liaison with the District Facility Bond Planning Committee.

### **Instructional Management**

8. Is aware of the district's curricula and instructional implementation strategies and the specific ways in which the instructional services support instruction.
9. Facilitate planning and application of technologies in all assigned areas of supervision.
10. Evaluate and recommend improvements in the purpose, design, materials and implementation of district programs and facilities.

### **Budget and Inventory**

11. Supervise the operation of the Maintenance, Custodial, Construction, Transportation, and Technology departments under his/her immediate supervision to ensure that programs are cost effective and that funds are managed prudently.
12. Direct the day to day operations of the District's bond construction projects and facility improvement construction projects to ensure that the construction projects are cost effective and that the construction funds are managed effectively.
13. Prepare the annual campus and district furniture allotment purchase orders and all new/renovated facility furniture purchase orders to ensure that the funds are managed efficiently.
14. Approve and forward purchase orders to the Superintendent.

### **Administration and Fiscal/Facilities Management**

15. Takes action to ensure that district policies, procedures, and regulations are followed; by the departments that are under his/her immediate supervision.
16. Provide assistance to building level principals relating to Facilities, Maintenance, Custodial, Construction, Transportation, and Technology.
17. Coordinate and evaluate the activities of the district's maintenance; custodial; construction; transportation, technology; bond projects; capital improvement projects; and other assigned operational program services and activities.
18. Develop standards organizational, operation process and procedures handbooks for each of the respective departments and offices.
19. Communicate with architect, general contractor's project manager, city and county officials to ensure district facilities are completed as scheduled.
20. Coordinate the purchase and sale of real estate with the District's Purchasing Agent and the District's legal counsel as needed.
21. Coordinate the purchase of electrical energy for the District's energy needs with the District's Purchasing Agent and the District's legal counsel as needed.
22. Processes all of the district facility rental requests per GKD (Local) policy.

### **Personnel Management**

23. Conference regularly with supervised staff, jointly develops growth plans and supports individual professional development activities.

- 24. Prepare, review and revise job descriptions of all personnel under his/her immediate supervision.
- 25. Evaluate job performance of all personnel under his/her immediate supervision.
- 26. Participate in recruitment, selection and training of personnel.

**Professional Growth and Development**

- 27. Seek, accept, and respond to evaluative feedback from subordinates, peers, and superordinate, utilizing information to improve performance.
- 28. Take initiative to develop needed professional skills appropriate to job assignments.
- 29. Seek out and participate in professional development programs.
- 30. Conduct oneself in a professional and ethical manner.

**School/Community Relations**

- 31. Participate in community activities (to extent feasible and appropriate) that foster rapport and mutual response between the district and the larger community.
- 32. Accept responsibility for active production of and/or advisory capacity to, district publications, including newsletters to patrons, annual reports, special bulletins, curriculum bulletins and reports, policy handbooks, and other publications assigned by the Superintendent.
- 33. Effectively utilize the mass media to articulate the district’s philosophy and educational implementation strategies.
- 34. Understand the mission of the district and communicates that mission within the community.
- 35. Resolve all parental complaints in a prompt and courteous manner; that are forwarded by the Superintendent’s office.

**Other**

- 36. Perform other duties as assigned by supervisor.
- 37. Maintain confidentiality of information.

**Supervisory Responsibilities**

- 38. Supervise all staff for the designated offices and departments under the Chief Operations Officer.

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors**

Maintain emotional control under stress. Frequent district and statewide travel; frequent prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_