

REVISED
JULY 1, 2015



JOB TITLE	CHIEF OPERATIONS OFFICER		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II/IV GRADE 18		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	SUPERINTENDENT		
SUPERVISES	DIRECTOR INFORMATION TECHNOLOGY, DIRECTOR SCHOOL AND COMMUNITY NUTRITION SERVICES, DIRECTOR TRANSPORTATION SERVICES, DIRECTOR PERFORMANCE AND TECHNOLOGY, DIRECTOR FACILITIES AND ENVIRONMENTAL SERVICES, DIRECTOR LABOR MANAGEMENT AND EMPLOYEE RELATIONS, DIRECTOR SECURITY AND INVESTIGATIONS, DIRECTOR SUPPLY SERVICES, SUPERVISOR GRAPHIC ARTS, SUPERVISOR PRINTING PRODUCTION, PLANT OPERATOR, CLERK II, AND ADMINISTRATIVE SECRETARY I		

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 Labor Relations, Facilities and Environmental Services, Transportation Services, Nutrition Services, Informational Technology and other non-instructional projects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administers the overall operational activities of the District with responsibility for Labor Relations, Facilities and Environmental Services, Transportation Services, Nutrition Services, Informational Technology and other non

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 human resources 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 are provided

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
Performs other duties as assigned by 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

Bachelor's Degree

Ten (10) 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

DESIRABLE QUALIFICATIONS

Master's Degree or equivalent years experience

Experience in urban/suburban school district with student population representing cultural plurality

Advanced preparation or doctorate

JOB TITLE
DIRECTOR STUDENT ASSIGNMENT

DIVISION
DATA MANAGEMENT,
PLANNING AND PROGRAM
EVALUATION SERVICES

REPORTS TO
CHIEF DATA MANAGEMENT,
PLANNING AND PROGRAM
EVALUATION

SALARY SCHEDULE & GRADE
II/IV, GRADE 11

LENGTH OF WORK YEAR
260 DAYS

DATE
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Responsible for all aspects of student assignment plans; implements and monitors student assignment procedures; maintains contact with other departments on matters involving student assignment, such as Management Information Services, Transportation, and Exceptional Child Education/English as a Second Language student placement. Provides on-going assessment of the effectiveness of the student assignment plan using research and demographic data from a variety of sources. Ensures compliance with board policy on student assignment.

PERFORMANCE RESPONSIBILITIES

1. Provides direction and coordination for the development and implementation of a student assignment plan that supports the values of diversity and integrated schools.
2. Selects, reviews, collects, reports and maintains information and data relating to student assignment to ensure systemic and standardized processes.
3. Provides for regular monitoring and periodic reports to the Board and community regarding progress in implementing the student assignment plan.
4. Ensures the student assignment plan continues to provide choice of schools while offering coordination of school support services among cluster schools.
5. Monitors effectiveness of school diversity of analyzing each school's attendance area using demographics that research has shown have an impact on student success in school.
6. Works with other department throughout the district to achieve goals of student assignment.
7. Supervises the logistics of the student assignment process, including registration, application, assignment, and transfer procedures.
8. Develops, adjusts, and monitors timelines for the implementation of all components of the district's student assignment plan.
9. Performs other duties as assigned by Director III.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. 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 exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Master's Degree
2. Three (3) years successful experience in area of assignment
3. Demonstrated ability to communicate positively with diverse groups
4. Successful administrative experience in logistics and/or quality management procedures

DESIRABLE QUALIFICATIONS

1. Kentucky Professional Certification in Administration and/or Supervision

JOB TITLE
SUPERVISOR GRAPHIC ARTS

DIVISION
OPERATIONS

REPORTS TO
CHIEF OPERATIONS OFFICER

SALARY SCHEDULE & GRADE
I I, GRADE 8

LENGTH OF WORK YEAR
260 DAYS

DATE
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Supervises printing production and graphic arts staff, conceptualizes the design of many of the wide variety of documents that are produced; initiates new design techniques to promote the image of the district; advises district personnel/clients of printing needs and pricing; works closely with editing staff and printing staff to ensure the accuracy of all documents; and critiques production to maintain the highest quality and established standards of excellence.

PERFORMANCE RESPONSIBILITIES

1. Evaluates/approves the work of the graphics staff, and oversees the printing and production unit.
2. Creates presentation materials for the superintendent's office and provides direction for development of district publications.
3. Consults with district personnel regarding printing needs and develops appropriate printing plans based on budgets and time restraints. Coordinates all printing among the print shop.
4. Creates new job tickets in the department's database; writes printing specifications; collects bids; and coordinates the printing of jobs to ensure quality and client satisfaction.
5. Supervises set-up, operation, and maintenance of computer graphics equipment; issues requisitions for purchase of graphic materials and supplies; maintains an inventory of supplies.
6. Utilizes the computer and learns new software packages to design various documents (booklets [curriculum guides], brochures, certificates, charts, posters, fliers, programs, invitations, etc.); understands all proofreader marks to make accurate revisions of documents utilizing software's text editing functions.
7. Communicates printing instructions and works closely with the printing department to help ensure a quality finished product.
8. Initiates new design techniques and shares expertise with others within the unit and across the district; provides training and seeks opportunities for professional growth for self and graphics staff.
9. Maintains current knowledge of technology advances in material production.
10. Performs other duties as assigned by Chief Communications and Community Relations Officer.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls 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 being around moving machinery and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in fine or commercial art
2. Five (5) or more years successful experience in graphics
3. Formal training in art school
4. Successful experience supervising personnel
5. Some Macintosh computer experience

DESIRABLE QUALIFICATIONS

1. Ability to be self-directed
2. Knowledge of suitability of graphic materials for various age levels and situations
3. Knowledge of photographic equipment
4. Knowledge of District policies, procedures, and organizational goals and objectives
5. Ability to produce camera-ready artwork entirely on the Macintosh from conception to completion

071308
03029-07-504