TITLE: **Chief Operating Officer / Deputy Superintendent**

QUALIFICATIONS:

1. Holds, or is eligible for, a valid Kentucky certificate for Superintendent
2. Has at least three years of successful teaching experience
3. Has demonstrated ability as an instructional leader and as an administrator
4. Has demonstrated ability to communicate effectively with students, staff, parents and community
5. Has demonstrated the ability to effectively manage business partnerships as they pertain to construction, project timelines and general facility maintenance

REPORTS TO: Superintendent

JOB GOAL: Be responsible for District operations and school support services. Assume district operational decision-making in absence of the superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Prepare all budgets and maintain all financial records in his/her area of responsibility
2. Supervises the Assistant Superintendent of Operations and conducts annual performance evaluation
3. Supervises the organization and administration of Human Resources and conducts annual performance evaluation of the Director of Human Resources
4. Supervises the organization and administration of the Finance Department and conducts annual performance evaluation of the Director of Finance
5. Working with the Assistant Superintendent Operations, maintains overall responsibility for the Departments of Transportation, Food Service and Facilities Management as well as the hardware side of the Department of Technology
6. ~~Maintain all financial records in his/her area of responsibility~~
7. Prepare statistical studies to determine cost analysis and utilization of facilities
8. Recommend to the Superintendent fiscal policies for his/her area of responsibility
9. ~~Prepare and compile information pertaining to student and athletic fees~~
10. Attend all meetings related to administrative responsibilities that can be reasonably attended
11. Partner with the Boone County Sheriff’s Department to develop, implement and continually assess the Boone County Safe Schools Program
12. In partnership with appropriate local, county and state agencies, monitors weather forecasts and assesses road conditions during inclement weather events to determine safe operation of school busses
13. Assist the Director of Student Engagement in the general administration of ~~Supervise~~ all Boone County Schools extracurricular ~~athletic~~ programs to assure compliance with all applicable KRS and KHSAA regulations and by-laws.
14. Along with the Assistant Superintendent Operations, oversees new construction, renovations and additions, including preparation of BG-1 forms; maintaining direct contact with the architect and State Department throughout projects; and supervising expenses
15. Locate and acquire land for suitable building sites
16. Work with all community and State agencies to provide an appropriate environment for learning in the classroom
17. ~~Oversee buildings and grounds operations and maintain knowledge of maintenance repairs needed~~
18. ~~Oversee the operation of Transportation services, Food Services and Technology Departments~~
19. ~~Complete annual evaluations for persons working under his/her supervision~~
20. Review and investigate Expressed Concerns from assigned employee groups and follow the established procedures for rectifying such situations
21. Serve as Hearing Officer for all certified and classified disciplinary due process events.
22. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Index
* 12 months
* Board approved 9/11/08