# NELSON COUNTY SCHOOLS

Job Description

TITLE: ~~EXECUTIVE DIRECTOR OF OPERATIONS~~ Chief Operating Officer (COO)

QUALIFICATIONS: ~~Administrative Certification~~ Experience in developing and managing a multiple site organization is preferred. Experience in school operations and facility development.Strong analytical and critical thinking skills. Detail oriented with exceptionally strong follow-up and follow-through skills, with a focus on results

REPORTS TO: Superintendent

JOB GOALS: ~~To serve as divisions and to provide leadership in developing, and maintaining the best possible educational program services.~~ Responsibility for the planning, coordination, and supervision of the District’s business operations. Additionally, responsible for identifying potential efficiencies and implementing action plans to improve District operations in order to obtain financial savings.

# PERFORMANCE RESPONSIBILITIES:

Assumes responsibilities for facilitation of budget development and long range financial planning.

Supervises the financial, construction, maintenance, energy, pupil transportation, Director of Communications and Grants, Director of Pupil Personnel (DPP), Food Service Director and Chief Information Officer (CIO) ~~and technology related~~ affairs of the district, handling of all funds, accounting and reporting procedures.

~~Develops and administers a program of purchasing supplies.~~

~~Administers sound financial expenditures for school facilities.~~

~~Establishes and supervises a program of accounting and reporting for the financial affairs of the district.~~

Supervises a program of budget control.

Serves as consultant on any grant proposal originating in the district. Supervises the development of monthly and annual financial reports.

Works to maintain effective district community relations, and interprets the financial concerns of the district to the community.

Supervises the collection, safekeeping and distribution of all Funds. Supervises storage and distribution of supplies and equipment.

Arranges for the internal auditing of all central office and school accounts.

Recommends new accounting methods as desirable and necessary.

~~Serves as coordinator of textbook distribution, purchasing and Record keeping in collaboration with Directors of Schools .~~

Manages and negotiates contracts involving use of facilities and business services, including but not limited to architectural services, banking, employee outsourcing and utility contracts.

~~Coordinates staff development allocations for school staff.~~

Oversees school-based management budget development. Develops and submits staffing formulas to school board for approval. Provides enrollment estimate and resulting staffing and budget allocations to schools.

Manages district bond issues.

~~Negotiates and makes recommendation to the Board for Banking contracts.~~

~~Supervises Communications/Grant Director.~~

Supervises, in collaboration with Director of Physical Support Services, Maintenance, Energy Management, Custodial and Transportation programs

~~Supervises District Athletic Directors~~

~~Supervises~~  Supervises, in collaboration with Director of Physical support services, construction and maintenance of facilities.

Collaborates with other directors (Special Education, Student Support Services, Physical Support Services, Human Resources and Instructional Services support) on a regular basis to ensure consistency in district’s plans and services.

Demonstrates regular attendance and punctuality.

Adheres to professional Codes of Ethics adopted by the Kentucky Education Professional Standards Board.

Performs such other tasks and assumes other responsibilities as the Superintendent may assign.

KNOWLEDGE AND ABILITIES: To perform the responsibilities as previously outlined.

ABILITY TO: Perform as a leader such funds are utilized so that student achievement is maximized.