TITLE: **~~Chief Operating Officer~~ Chief of Staff / 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, and safety
6. Has demonstrated the ability to oversee all district operations on a daily basis and has demonstrated district decision making abilities

REPORTS TO: Superintendent

JOB GOAL: Be responsible for ~~District operations and school support services. Assume district operational decision-making in absence of the superintendent~~ overseeing the day to day operations of the district and assume district decision making in collaboration with the Superintendent and in his/her absence.

PERFORMANCE RESPONSIBILITIES:

1. ~~Prepare all budgets and maintain all financial records in his/her area of responsibility~~ Review all budgets in his/her area of responsibility in collaboration with directors of each department
2. ~~Supervises the Assistant Superintendent of Operations and conducts annual performance evaluation~~ Maintain all financial records in his/her area of responsibility in collaboration with the Director of Finance
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. Prepare statistical studies to determine cost analysis and utilization of facilities when necessary
7. Prepare and compile information pertaining to student and athletic fees while leading the District fee committee
8. Recommend to the Superintendent fiscal policies for ~~his/her area of responsibility~~ the District while leading the District budget committee
9. Attend all meetings related to administrative responsibilities that can be reasonably attended and represent the Superintendent when necessary
10. Partner with the Boone County Sheriff’s Department to develop, implement and continually assess the Boone County Safe Schools Program and SRO program while also working with Emergency Management and the Florence Police Department
11. ~~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~~
12. ~~Assist the Director of Student Engagement in the general administration of~~ Oversee all Boone County Schools extracurricular programs to assure compliance with all applicable KRS and KHSAA regulations and by-laws in collaboration with high school athletic directors and the Director of Student Engagement
13. ~~Along with the Assistant Superintendent Operations,~~ Oversee~~s~~ 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 in collaboration with the Assistant Superintendent of Operations
14. Locate and acquire land for suitable building sites
15. Work with all community and State agencies to provide an appropriate environment for learning in the classroom
16. Review and investigate Expressed Concerns ~~from assigned employee groups~~ and assign them to the appropriate personnel to follow the established procedures for rectifying such situations
17. ~~Serve as Hearing Officer for all certified and classified disciplinary due process events.~~
18. Oversee buildings and grounds operations and maintain knowledge of maintenance repairs needed in collaboration with the Assistant Superintendent of Operations

1. Oversee the operation of Transportation services, Food Services and Technology Departments in collaboration with the Assistant Superintendent of Operations

1. Complete annual evaluations for persons working under his/her supervision which include the Assistant Superintendent of Operations, the Executive Director of Finance and the Executive Director of Human Resources
2. Make the decision to call off school, cancel classes etc… when necessary due to weather or safety issues as they arise
3. Hold disciplinary personnel hearings as the Superintendent’s designee for certified staff and hear appeals of classified staff
4. Provide the Superintendent of any relevant information that may pertain to the well- being of the district to assist in decision making
5. Communicate to all district stakeholders when necessary to update them on any given situation pertaining to the district
6. Communicate to all board members when necessary to update them on any given situation
7. Assist in the collection of evidence to assist with the Superintendent’s evaluation
8. 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, Revised 3/9/2017