

## **Chief Operations Officer, DPP**

Reports to – Superintendent

The Chief Operations Officer (COO) is responsible for providing operational leadership to all functional areas of the Gallatin County Schools. The COO oversees the management of facilities, operations, maintenance, custodial services, school safety, transportation, and food services. The COO reports directly to the Superintendent of the Gallatin County Schools. Additionally, the Director of Pupil Personnel (DPP) will provide leadership and supervision in the planning, implementation, and evaluation of pupil attendance services. Administer the enrollment, registration, attendance system, and census functions of the district. Communicate and enforce Kentucky laws and regulations related to enrollment and truancy.

### **PERFORMANCE RESPONSIBILITIES**

1. Oversee the day-to-day activities of Support Services departments, which includes facilities, operations, maintenance, custodial services, school safety, transportation, and food services.
2. Works as Superintendent's designee on the Local Planning Committee, a standing committee of the Gallatin County Board of Education, that researches and recommends facilities projects for the District.
3. Oversees the District's Pupil Transportation Program that includes fleet scheduled and unscheduled maintenance, vehicle replacement, operator training, establishment of routes and stops, and pick-up/drop-off times
4. Oversees the District's Child Nutrition Program to include menu selection, meal production planning and scheduling, procurement, adherence to nutrition and sanitation regulations and requirements and appealing presentation on the serving line while operating as an enterprise fund.
5. Ensure that the District complies with all statutes concerning ADA and Hazard Communications Act.
6. Provides overall leadership and guidance for operation and serves as the primary resource to the Superintendent in developing and interpreting policies and procedures relative to effective operations processes.
7. Collaborate with principals, teachers, pupils, families, community agencies, and the court to implement an evidence based system of school level interventions to support family care and student engagement that leads to increased attendance.
8. Lead systems of communication that provides information to schools and families regarding school enrollment requirements.
9. Provide leadership and expertise in the enforcement of the laws regarding compulsory attendance.
10. Lead communication and collaboration systems for principals, families, pupils, various state and local agencies, and the media on policies and procedures relating to pupil attendance, drop out and No Pass No drive.
11. Lead Attendance Leaders and Counselors in the development of enrollment experiences that engage families and lead support systems for students.
12. Lead FRYSC directors in program development and the home visit experience that removes non-cognitive barriers to student leadership and learning.
13. Complete annual evaluations for persons working under his/her supervision.
14. Performs other duties as assigned by the Superintendent.

### **PHYSICAL DEMANDS**

The work is performed while standing, sitting, and/or walking. 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 driving automotive equipment.

### **MINIMUM QUALIFICATIONS**

1. Valid Kentucky certification as a Director of Pupil Personnel
2. Three (3) years successful supervisory and administrative experience in pupil personnel services or the equivalent
3. Knowledge of state statutes and regulations related to pupil personnel services.

Approved by: \_\_\_\_\_  
Board Chairperson

Date: September 20, 2022

Reviewed and agreed by: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_