

DATE:
03/27/2023

AGENDA ITEM (ACTION ITEM):
Consider/Approve the revision to the job description of Chief Operations Officer.

APPLICABLE BOARD POLICY:
01.11 General Powers and Duties of the Board; 03.233 Duties: Job Description

HISTORY/BACKGROUND:
The Chief Operations Officer job description is recommended for revision to ensure maximum efficiency and effectiveness from the position.

FISCAL/BUDGETARY IMPACT:
No fiscal impact

RECOMMENDATION:
Approve the revision to the job description of the Chief Operations Officer.

CONTACT PERSON:
Dr. Henry Webb, Superintendent

Principal/Administrator

District Administrator


Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

Kenton County School District
Job Description: Chief Operations Officer
Job Class Number: 7461

TITLE: Chief Operations Officer

QUALIFICATIONS:

1. Professional certificate for School Administration and ~~Supervision~~, endorsed for the position of School Superintendent; OR
2. ~~Bachelor's~~ Master's Degree in Education, Business or related field required; ~~Master's Degree preferred~~
3. Minimum of five (5) years administrative experience in ~~district/school programs or related operations experience~~

REPORTS TO: Superintendent

SUPERVISES: Executive Directors ~~and classified Directors~~, Assistant Superintendents and Operations Support Staff

JOB GOAL: The Chief Operational Officer is responsible for all aspects of district operations by providing forward facing leadership for all staff/stakeholders to promote a world class operational system.

~~Responsible for overall District operation and related support service activities, capital construction activities and providing leadership to District stakeholders in developing, implementing and refining the best possible educational operational programs and support services~~

PERFORMANCE RESPONSIBILITIES:

1. Serves as advisor to the Superintendent and District personnel on issues pertaining to various aspects of support operation systems ~~and capital construction activities~~
2. Provides leadership and expertise in assessing, identifying, formulating and implementing District operational goals and objectives
3. Provides leadership in the development of operational initiatives and programs to achieve optimal operational performance in line with the District's mission, core beliefs and goals
4. Provides leadership in the development of processes, strategies and feasibility planning to ensure the necessary human and monetary resources are appropriately utilized in order to achieve the planned results of the District
- ~~5. 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~~
6. Works with all community and State agencies to provide an appropriate environment for learning in the classroom
- ~~7. Locates and acquires land for suitable building sites~~
8. Works collaboratively and consistently with District administration to assure implementation of programs and initiatives, addressing needs and providing resources
9. Directs research and development activities, including the planning and forecasting of future operational needs and recommending appropriate support service systems
10. Oversees the preparation and distribution of informational reports detailing performance trends and describes the status of operational activities
11. Provides leadership and expertise in forming, guiding and advising District advisory committees and groups
12. Provides leadership and guidance to District personnel and members of the education community to ensure effective communication relative to operations and support services

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13. Assists in developing guidelines and procedures that effectively resolve conflicts and support cohesiveness
14. Keeps current with all educational developments and practices
15. Attends all Board meetings, and attends and/or presides over other meetings as the Superintendent designates
16. Performs other responsibilities as assigned by the ~~supervisor~~ superintendent

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Scale and Chief Academic Officer Index for Certified employee or S22 from Classified Professional Salary Schedule for Classified employee
- FLSA Status: Exempt

EVALUATION: Performance of the position will be evaluated ~~annually by the Superintendent~~ per district policy

APPROVED: 06/14/2018

REVISED: 06/01/2020