

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Chief Operations Officer

REPORTS TO: Superintendent

SUPERVISES: Maintenance Supervisor, Transportation Manager, and
Other Personnel Assigned

BASIC FUNCTION:

The Chief Operations Officer (COO) leads the operations office in providing high quality services and support so students and staff have the best opportunity to reach their highest potential. The COO leads the district's core operations departments including facilities, maintenance, transportation, and athletics. The COO assists the Superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for K-12 school students.

REPRESENTATIVE DUTIES:

The terms of employment are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance;
- Leads and promotes a culture, and strategy, of continuous improvement throughout the operations office that compliments similar efforts throughout the district.
- Provides administrative direction and leadership to the members of the operations office departments.
- Oversees transportation, facilities maintenance, and athletic activities to ensure efficient and lawful functioning of the district, and initiate standard operating procedures and policies.
- Ensures that all activities of the operations office conform to district policies, regulations and procedures.
- Assists in budget development, budget monitoring, and control procedures in designated areas and effectively manages assigned budgets.
- Works cooperatively with the superintendent administering individual site and/or area operational needs.
- Establishes, monitors and maintains procedures in a manner that is fiscally sound while maximizing the use of human resources and supporting the district mission.
- Prepares reports and recommendations for the Superintendent and the Board of Education for all aspects of the operational and administrative services.
- Attends all meetings of the Board of Education and provides input, when requested by the Superintendent, related to programs and support services to the Board of Education and the public.
- Be open and available to students, staff members, parents, and the community for communication and problem solving;

- Completes all trainings and other compliance requirements as assigned and by the designated deadline;
- Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that the district is organized and administrated in a manner that promotes student learning and accomplishes the goals of the district.
- Evaluates staff as assigned
- Performs other duties as assigned by the Superintendent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Kentucky School law;
- District policies and procedures to effectively carry out job duties;
- Effective leadership in the areas of human, physical, and fiscal resources;
- Current evaluation systems;
- School finances and budgeting;
- Confidentiality laws;

ABILITY TO:

- Locate information from local, state, and federal departments;
- Communicate effectively in both oral and written communications;
- Collaborate with district and school staff;
- Demonstrate positive, professional relationships with district personnel, parents, and community members;
- Lead, manage, plan, organize and direct operational areas and employees.
- Motivate and work cooperatively with diverse populations;
- Put the needs of the students first while balancing the needs of other stakeholders;
- Budget effectively and efficiently;
- Plan effectively;

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking;
- Requires the ability to communicate effectively using speech, vision and hearing;
- Requires the use of hands for simple grasping and fine manipulations;
- Requires bending, squatting , crawling, climbing, reaching;
- Requires the ability to lift, carry, push or pull light to heavy weights.

EVALUATION:

- Annual development of Professional Growth Plan.
- Evaluated annually by the Superintendent in accordance with Kentucky School Superintendent's Standards.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Kentucky Educational Leadership certification including School Principal, Supervisor of Instruction, or School Superintendent
- Five (5) years successful teaching experience and administrative experience preferred
- Valid Kentucky Driver's License

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: