|  |  |
| --- | --- |
| **Position Title:** | Chief Operation Officer  |
|  | Exempt ⦿ Non-Exempt ◯ |
| **Job Class Code:** | 0120 |
| **School/Department:** | Central Office |
| **Reports to:** | Superintendent |
| **Approved by:** | RIS Board of Education, 06/18/2024 |

**Summary**

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 transportation, finance, food service, technical education, public relations, FRYSC, and community education. 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. To act under the general direction of the Superintendent to coordinate, organize, and perform operational duties responsible for representing the best interests of the K-12 school programs; provide direct supervision of staff responsible for transportation, finance, food service technical education, public relations, FRYSC, and community education.

**Essential Duties & Responsibilities**

* Plans and carries out roles and responsibilities assigned by the superintendent related to district operations.
* 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, food serive, technical education, public relations, FRYSC, and community education 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;

* Supervises staff and departments as assigned
* Demonstrate regular attendance and punctuality.
* Adhere to the appropriate code of ethics.
* Perform other duties consistent with the position assigned as may be requested by the Superintendent.

**Required Knowledge & 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
* Record-keeping techniques.
* Oral and written communication skills.
* Laws, rules, and regulations related to assigned activities.
* Interpersonal skills using tact, patience, and courtesy.
* Technical aspects of the field of specialty.

**Ability to:**

* Perform the responsibilities as previously outlined.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Operate a computer terminal.
* Prioritize and schedule work.
* Learn, apply and explain policies, procedures, rules, and regulations.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Determine appropriate action within clearly defined guidelines.
* Work independently with little direction.
* Meet schedules and timelines.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Work is performed while standing, sitting and/or walking.
* Requires the ability to communicate effectively using speech, close/distance vision, and hearing.
* Requires the use of hands for simple grasping and fine manipulations.
* Requires bending, squatting, crawling, climbing, and reaching.
* Requires the ability to lift, carry, and push or pull weights up to 50 pounds.
* Requires a high level of physical endurance to meet the demands of extended workdays (coverage of building activities and extra-curricular activities, etc.).
* Requires the ability to handle and balance multiple demands at the same time.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* The noise level in this environment is quiet to loud depending upon the activity in a particular part of the workday.

**Education and/or Experiences**

* Master’s Degree
* Five (5) years’ experience in the area of school leadership
* At least five (5) years of successful teaching experience
* Kentucky Educational Leadership certification including School Principal, Supervisor of

Instruction, or School Superintendent

* Central Office experience preferred

**Licenses and Other Requirements**

* Valid Kentucky Teaching Certificate
* Certificate for Instructional Leadership – Supervisor of Instruction