

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:**

TOPIC/TITLE: Update Job Description

PRESENTER: Josh Rayburn

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

The board approves all job descriptions

SUMMARY OF MAJOR ELEMENTS:

We are requesting the board to update the job description for the Chief Operations Officer. This will also change the classification from classified to certified.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended

Yoni Jones

WOODFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Chief Operations Officer

IMMEDIATE SUPERVISOR: Superintendent

JOB SUMMARY:

The Chief Operations Officer (COO) provides necessary support services for the district to ensure a positive, well-maintained learning and work environment that supports the educational process and facilitates student achievement. This role participates in the formulation of District policies and plans regarding instructional as well as non-instructional operations and resources. The COO serves as a principal advisor to the Board of Education and the Superintendent in matters related to noninstructional areas of the District.

QUALIFICATIONS:

- Master's Degree
- Five (5) years' experience in the area of school/district leadership
- At least three (3) years of successful teaching experience
- Valid Kentucky Teaching Certificate
- Certification as a school superintendent desirable

DUTIES:

- Direct and provide oversight for the operation of risk management, child nutrition services, transportation, technology, purchasing, maintenance, operations, and facility design and construction to ensure successful fiscal and operational practices and the integration of shared business processes.
- Monitor and evaluate the construction process in terms of bonding, capital outlay, facilities planning and renovation. May work as Superintendent's designee on the Local Planning Committee
- Establish and maintain district-wide business interruption plans.
- Supervises the work of appropriate district-level administrators and evaluates their performance accordingly.
- Assumes responsibility for the department's daily operations when a director is absent or unfilled.

DUTIES (CONT.) :

- Oversees the District's Finance and Business program to establish internal controls to protect district and school-generated financial resources, direct research to evaluate the fiscal integrity of state and federal grant programs , and oversee the operation of transactions for payroll, insurance, retirement, budgeting, and finance to ensure successful fiscal practices.
- 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.
- 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.
- Oversees the District's Risk Management and Safety Program that includes protection of District assets, emergency/disaster preparedness, safety in the workplace, hazards material handling, accident prevention, and indoor air quality and personal protective training against health risks.
- Oversees the District's Technology Department which is responsible for development and implementation of computerized systems to include an intermediate and long range planning for acquisition, installation and maintenance of technology, as well as establish and maintain district-wide business continuation plan. Manage overall use and implementation of technology.
- Models collaborative planning and shared decision-making.
- Serves as a member of Superintendent's Cabinet. Attends all board meetings unless excused by the Superintendent.
- Adheres to professional Codes of Ethics adopted by the Kentucky Education Professional Standards Board.
- Maintains regular attendance.
- Performs other duties as assigned.