

## **BUENA PARK SCHOOL DISTRICT**

### **CHIEF OPERATING OFFICER**

#### **DEFINITION**

Directly responsible to the Superintendent, the Chief Operating Officer provides dynamic, responsive, collaborative, and forward-thinking vision, leadership, and management of building operations and maintenance, transportation, construction, safety, and technology systems and services that support the mission and goals of the District. This includes the planning, development, implementation, and management of all operational programs and activities of CALPADS reporting, student information systems, custodial, transportation, maintenance, construction, facilities, safety, and technology activities, and ensures that such programs are efficiently and effectively administered, as well as providing for comprehensive support for the teaching and learning activities of all staff and students. Perform all related work as required, and participate as a member of the Superintendent's Cabinet.

#### **EXAMPLES OF DUTIES**

Writes, communicates, implements, and oversees the District's Technology, Safety, and Master Plans. Works collaboratively with schools and departments to support technology integration and innovation, building operations and maintenance, transportation, construction, and safety. Provides oversight and direction for integrated data communications networks and the use of integrated database management systems to support District Goals. Manages and acquires funding opportunities that include, but are not limited to, E-rate, grants, and partnerships with community organizations and purposes. Designs and implements quality assurance support programs, including facilities, technology, database security. Implements and evaluates systems and procedures to protect data integrity, reliability, and accessibility. Develops functional specifications, standards, and requirements for hardware and/or software purchase and design to ensure optimum system and end-user performance. Promotes participation and collaboration with end-user and staff representatives in needs assessment, program development, service delivery efforts, safety and security, and long and short-term project review that support District Goals. Evaluates technology, facilities, transportation changes, emerging technologies, and best practices in computer and communication fields to recommend innovative and cost-effective integration of new technologies. Manages operating budget covering support throughout the District and recommends prudent fiscal approaches for CALPADS reporting, student information systems, custodial, transportation, maintenance, construction, facilities, safety, technology activities, and long-term hardware and software acquisition and maintenance. Coordinates staff development to support operational integration. Leads both short and long-range planning efforts related to operations that support District Goals. Confers with architects, contractors, and others in connection with new building and renovation/modernization construction and deferred maintenance that support District Goals. Administers the use of school facilities that support District policies. Monitors the use of energy throughout the District and directs reduction efforts in accordance with best practices. Conducts conferences with employees, officials, and the public. Coordinates the activities of the Operation Division with other divisions and with other agencies. Attends the District Superintendent's Cabinet meetings. Attends meetings of the Board of Education and makes presentations on technology and operations. Participates in staff hiring decisions, supervises, develops and evaluates the work of assigned staff. Performs other duties as may be assigned by the Superintendent.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Knowledge of principles, techniques, procedures and developments for the operation of data processing and communications technology.
- Understanding of technology integration in support of the instructional program.
- Knowledge of computerized educational management practices.
- Knowledge of complex computer systems design, analysis and operations, with a background in managing integrated database file structures.
- Knowledge and experience in system design, program development, debugging and system operation.
- Knowledge of operating systems and the integration of personal computers in information systems.
- Knowledge of consensus building techniques and conflict resolution strategies.

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- Knowledge of short-term and long-term construction, technology, transportation, maintenance, and custodial project development and management.
- Understanding of distributed processing.
- Knowledge of District operational funding requirements and processes.
- Principles, methods, procedures, and trends pertaining to the management of personnel and operational management functions and activities.
- Audit, operational control, planning, and research and development methods, techniques, procedures, and strategies.
- Principles, methods, techniques and strategies of modern organization, management, and supervision.
- Provisions of the State Education Code governing classified employees in school districts.
- Legal mandates, policies, regulations, and guidelines pertaining to educational, personnel, fiscal, and operational management processes.
- Techniques, strategies, goals, and objectives of public education.
- Philosophical, economic, and legal aspects of public education.

**Ability to:**

- Read and interpret government codes.
- Oversee the District's maintenance, operations, transportation, and facilities programs.
- Develop and maintain a comprehensive and integrated personnel program for a medium sized public agency.
- Assimilate and evaluate data and prepare clear and comprehensive reports.
- Communicate effectively, orally and in writing, with staff, parents, business, outside agencies, and members of our multicultural community.
- Establish a climate of trust, confidence, and cooperative relationships with community members, certificated staff and classified staff.
- Work cooperatively with schools in a system that promotes shared leadership and site- based decision making.
- Effectively supervise and develop departmental staff through coaching, encouragement, and providing personal growth opportunities
- Ability to plan and direct a large, complex operation that involves coordination and integration of multiple interrelated activities.
- Ability to articulate and understand complex issues and facilitate effective problem- solving.
- Communicate effectively in English in both oral and written forms.
- Serve as a resource to site and District personnel.
- Establish and maintain cooperative and effective professional working relationships.
- Prepare clear, concise and effective reports and presentations.
- Adhere to all applicable attendance rules and regulations, and to perform the essential functions of the job with or without reasonable accommodation.

**EXPERIENCE & CREDENTIALS REQUIREMENTS**

Five years teaching experience and five years administrative experience, Current valid California Teaching and Administrative credentials. Preference for administrative experience in information systems management with educational technology, facilities and operation support, and/or business operations. Demonstrated record of strategic planning, budget management, integration and staff development.

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**EDUCATION**

Master's degree from an accredited college or university with major coursework or extensive experience in Technology, Educational Technology, Computer Science, Information Systems, Business Administration, School Administration, or a related field.

**LICENSE REQUIREMENT**

Possession of a valid California Driver License.

**CONDITION OF EMPLOYMENT**

Insurability by the District's liability insurance carrier.