

**27J SCHOOLS**  
**ADMINISTRATIVE POSITION JOB DESCRIPTION**

**Position Title:** Chief Operating Officer  
**Last Modified:** December 2020  
**Work Year:** 260 Paid Days  
**Reports to:** Superintendent  
**Dept./Division:** Operations

**JOB DESCRIPTION:**

Provide supervision and administrative services as they relate to business and support of District operations, ensuring such services support the Governance Ends of the Board of Education. Oversee the operations of the following departments: Facilities, Planning, Construction, Nutrition, Transportation, Print Shop, Communications, and Emergency Management.

**JOB RESPONSIBILITIES:**

1. Direct and manage support operations of the District.
2. Supervise Directors and Managers in assigned areas of responsibility.
3. Support the Superintendent in the overall management of the organization through participation in the Executive Leadership team.
4. Direct preparation of Board of Education and Superintendent reports and summaries as required.
5. Direct and monitor the process of asset protection and improvement.
6. Review and ensure department compliance with all Board of Education limitations and other governance provisions.
7. Direct the budget procedures for each department in this division and establish, approve, review, direct, evaluate and assure compliance limitations.
8. Evaluate staff performance in accordance with District guidelines.
9. Interact with the public and high level administrative staff officials in neighboring governmental entities to further the interest of the District.
10. Perform other duties as assigned.

**EXPERIENCE AND ACADEMIC PREPARATION:**

- Bachelor's degree in education, business, or public management.
- A minimum of 10 years managerial experience including:
  - A minimum of five years of experience in the field of education or public administration
  - A minimum of five additional years of experience in:
    - Budget development and management.
    - School central administration.
    - Public school business administration.
    - Facility construction and/or maintenance.
    - Communications.
    - Enrollment and space planning.
    - Other related operational activities.

Any equivalent combination of education and experience will be considered.

**OTHER REQUIREMENTS:**

- Excellent interpersonal relations, written and oral communication and personnel management skills.  
Administrative skills to direct and evaluate the performance and effectiveness of all levels of the organization.  
Basic to intermediate microcomputer and office software skills.

- Knowledge of all levels of administrative functions.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Have budget authority over and supervise general fund budgets, capital reserve budgets, department and division grants and bond proceeds directed to capital construction and real property transactions associated with the assigned departments.
- Participate in and make recommendations regarding developing, administering, monitoring and coordinating the department budgets

**PHYSICAL REQUIREMENTS:**

- Ability to grasp and manipulate office equipment and other similar tools and equipment.
- Ability to communicate regularly. (Speech/Hearing)
- Ability to remain stationary and mobile for extended periods of time. (walking, standing, use of hands to finger, reach, stoop, kneel, crouch, or crawl), lift and/or move 50 pounds.
- Ability to distinguish small objects at near distances.

**MENTAL REQUIREMENTS:**

- Ability to compare, analyze, synthesize, and evaluate data and information and relies in on interpersonal skills when working with employees, students, parents, and community members.
- Ability to communicate, coordinate, facilitate, instruct, compute, compile, and negotiate in small and large group settings.

**ENVIRONMENTAL CONDITIONS:** The majority of this position's duties are performed inside. Position has little exposure to mild/adverse weather for outside safety/ supervision as required. There is little to no exposure to adverse environmental conditions.

The above statements are intended to describe the general nature and level of work performed. They are not intended as an exhaustive list of all responsibilities, duties, and skills required of the high school principal position. This job description is not intended to create any expressed or implied contract of employment or expectancy of continued employment for any definite term.