ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

CHIEF OPERATING OFFICER

POSITION: Chief Operating Officer

REPORTS TO: Deputy Superintendent of Fiscal and Supporting Services

LOCATION: Division of Supporting Services

NATURE OF WORK:
The Chief Operating Officer provides strategic leadership to the Division of Supporting Services, which includes direct supervision of the following departments: capital planning, design and construction, food and nutrition services, maintenance, operations, transportation, and information technology with St. Mary's County Public Schools (SMCPS). Collaborates extensively with other school district leaders to provide accountability and coherence of coordinated organizational leadership to ensure the implementation of the school system's strategic goals, objectives, and aligned priorities. The work is performed under the direction of and in collaboration with the Deputy Superintendent of Fiscal and Supporting Services.

ESSENTIAL FUNCTIONS:
- Professionally relate to, collaborate, and communicate with co-workers, staff, parents, students, and external stakeholders in a courteous, tactful, and timely manner while maintaining a positive image as a representative of SMCPS;
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Ability to work independently, in a highly sensitive and confidential environment, following the Board of Education policies, regulations, standard operating procedures, and negotiated employment agreements in place for the public school system
- Report to work daily, on-site, and on time, and be flexible in work responsibilities and hours;
- Organize, supervise, coordinate, and establish priorities of tasks to be completed
- Oversee and provide direction to the designed departments
- Plan and implement short and long-range objectives that relate to the departmental and system-wide objectives
- Ability to compile data from various sources and analyze data to make informed decisions
- Possess excellent time management skills and the ability to make decisions both independently and collaboratively with system leadership
- Possess a thorough knowledge of, and can enforce applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, and procedures, and negotiated agreements
- Possesses knowledge of emergency preparedness regarding mitigation, preparedness, response, and recovery

DUTIES AND RESPONSIBILITIES:
- Provides leadership, direction, and supervision for the departments of capital planning, design and construction, food and nutrition services, maintenance, operations, transportation, and information technology

- Models exemplary leadership strategies for the Directors in Supporting Services and staff to emulate in promoting the continuous improvement of programs and services, while strategically managing, organizing, and coordinating employees from different departments and locations to ensure the efficiency of operations and communications
- Analyzes internal operations and identifies areas for process enhancement
- Provides support to the Directors in Supporting Services in the development of standard operating procedures, of Board of Education policy and regulation updates
- Supports the planning, development, direction, coordination, and maintaining of the Division of Supporting Services annual operating and Capital Improvement Program (CIP) budget
- Develops both short and long-range goals and objectives for the Division of Supporting Services, which may include strategic and confidential recommendations to support the school district's position in collective bargaining
- Develops and provides various technical and statistical data requested by the employee bargaining units to the school system's chief negotiator as requested
- Collaborates with district administrators to ensure the equitable allocation of resources and delivery of operational services to ensure an equitable environment to support student academic success
- Leads a continuous review and analysis process to support and protect the use of school system resources by monitoring and incorporating emerging and best practice research to design and implement guidelines and operational processes that help Directors control expenditures while providing efficient, effective service
- Ensures that the school system complies with all federal laws and legal requirements of the State of Maryland, as well as with regulations and procedures established by the Board of Education, as they relate to the Division of Supporting Services
- Plans, directs, and monitors both the development and implementation of the annual and capital budgets for all departments within the Division of Supporting Services ~~under the~~
- Maintains a clear understanding of the liabilities associated with the various support functions such as contractual obligations for design and construction and transportation
- Provides direction to the Director of Maintenance in the development of a comprehensive maintenance plan for educational facilities in addressing general maintenance, preventative maintenance, and emergency repairs
- Provides leadership and direction to the Director of Design and Construction for the implementation of all state and local capital improvement programs, and school construction projects
- Provides direction to the Director of Capital Planning in the development of a long-term capital improvements program, site acquisition plan as necessary, educational facilities master plan, and integration of the ten-year school-by-school enrollment projections in long-range capital improvements planning
- Coordinates a comprehensive pupil transportation program with the Director of Transportation to ensure the provision of transportation for students complies with all federal, state, and local requirements
- Coordinates response to inclement weather and review of roads, parking lots, sidewalks, and all buildings. Makes recommendations to the Superintendent or designee regarding any schedule changes that may be needed
- Ensures the Superintendent and Deputy Superintendents are immediately informed of current critical and emergency issues and incidents
- Directs the work and monitors the progress of the Operations Department, through the Director of Operations, to maintain energy-efficient, clean schools and buildings

- Represents the school system at various civic and professional organizations and meetings related to Division of Supporting Services issues, including Board of Education and County meetings
- Develops and implements a program of staff development, fostering professional growth both within the schools and the Division of Supporting Services staff
- Develops press release and communication updates on various events, incidents, and projects for communication to the public and the Board of Education
- Stays informed of pertinent legal, regulatory, and administrative developments that impact the school district
- Maintains a safe learning environment for students and responds to emergencies regarding mitigation, preparedness, response, and recovery
- Provides leadership for the Department of Information Technology to maintain and enhance the Information Technology systems infrastructure to support the operations and instructional needs of the school system while providing a secure environment that ensures data privacy and integrity and mitigates cyber-security threats
- Provides direction to the Director of Food and Nutrition Services to ensure the provision of food services for students and the successful operation of a self-sustaining program
- Oversees the implementation of SMCPS use of facilities policies and regulations
- Demonstrates knowledge of business and management principles involved in strategic planning, resource allocation, internal controls, and coordination of people and resources
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:
Required:
- Bachelor's Degree from an accredited college or university
- Ten (10) years of progressively responsible leadership experience
- Five (5) years of direct evaluative and supervisory experience
- Three (3) years of project management experience
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for consideration of this position with SMCPS will be required in this fiduciary position.
- A writing sample will be conducted if invited to interview.

Preferred:
- Master's degree from an accredited college or university

TERM OF EMPLOYMENT:
Full-time twelve-month position

SALARY GRADE RANGE:
The salary for this EXEMPT and CONFIDENTIAL position will be based on the SMASA salary schedule – Range I.

BARGAINING UNIT ELIGIBILITY: Confidential - Exempt

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