Adams12 Five Star Schools

Job Description
Prepared/Revised: **July 2026**

Job Title:	**Chief Operating Officer**	Job Code:	**3075**
Job Family:	**Non-Certified**	FLSA Status:	**Ex - E**
Pay Program:	**Administrative**	Pay Range:	**L31**
Typical Work Year:	**12 months**		

SUMMARY: Supervise the operational activities across the District including facilities, maintenance, planning, custodial, safety and security, energy, construction, transportation, nutrition services and BASE program, providing operational and general logistics support. Develop short and long term plans to accomplish District goals and objectives in each department supervised. Draft policies and administrative procedures for consideration and action by the Superintendent and prepare resolutions for the Board of Education as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Develop short and long term plans to accomplish District goals and objectives in each department. Review and respond with performance or action plan to address all known issues of concern/crisis within each department.	A	20%
2. Evaluate performance indicators to ensure compliance with state and federal laws, Board of Education policies and regulations, and negotiated agreements. Maintain and direct activities related to the District's safety and security efforts. Participate in the planning, development, implementation and evaluation of objectives established by the Board of Education or the Superintendent.	M	20%
3. Direct the process of real property acquisition and delivery of new school construction. Coordinate construction related projects and activities to ensure good stewardship of bond proceeds.	M	20%
4. Direct preparation of Board of Education reports and summaries as identified for division and departments.	M	5%
5. Represent the Superintendent and Board of Education with all components of the school community in areas of responsibility and designated. Serve as a member of the District's executive leadership group; assure coordination and synergy of all District support activities.	D	15%
6. Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.	D	5%
7. Direct the budget procedures for each department in this division and establish, approve, review, direct, evaluate and assure compliance limitations.	M	13%
8. Perform other duties as assigned.	Ongoing	2%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in business administration or related field.
- Five (5) or more years of experience in an administrative capacity within a large and complex business, government, or education organization.
- Master's degree in related field preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- 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.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the District or department.

- Basic to intermediate computer and office software skills.
- Knowledge of all levels of administrative functions.
- Ability to promote and follow Board of Education policies, District 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of District information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with personal computers and peripherals.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Superintendent	3090

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Executive Director, Business Services	1	5086
	Manager, Facility Use and Property Management	1	100518
	Director of Construction	1	5084
	Director of Facilities, Design and Planning	1	5085
	Director of Maintenance, Environmental, Sustainability	1	5082
	Senior Executive Assistant - Cabinet	1	1343

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating. Review evaluations of administrative staff completed by Executive Director and Directors.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- 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 departments within the division.
- Participate in and make recommendations regarding developing, administering, monitoring and coordinating the department budgets.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
51 to 100 pounds	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	