

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Chief Operations Officer

Schedule: Salaried Support/Grade 10

Job Code: 94ADMIN571

FLSA: Exempt

Calendar: ADSUP-S

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: None

Revised Date: 09/05/2025

PURPOSE

The Chief Operations Officer is responsible for planning and managing the operational risks of the district, district facilities, oversight of Technology Services, Facilities and Construction Services, Transportation, Custodial Services and Nutrition Services.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Maintains a program of continuous study and long-range planning for the needs of the School District in regard to physical facilities.
- Supervises the planning and budgeting process for the maintenance and repair of all current facilities and coordinates the planning of new facilities.
- Maintains contact with outside contractors and/or the District architect in regard to improvement and renovation work performed, as it relates to the District.
- Oversees preparation of bidding specifications for building projects and supervise facility construction renovation and maintenance.
- Manages and negotiates contracts involving use of facilities and business services, including but not limited to architectural services, employee outsourcing contracts, and utility contracts.
- Provides regular updates to the Superintendent and Board of Education, relating to the District's operations.
- Arranges for emergency responses as necessary at times other than normal school hours.
- Works in conjunction with the Chief Financial Officer to secure the purchase or sale of district real estate and fixed assets, as well as a regular analysis of any associated depreciation.
- Is responsible for the District's risk management programs.
- Monitors and analyzes monthly operating results against the budgets in areas of responsibilities.
- Supports the Board of Education Chairs for the Long-Range Facilities Committee.
- Establishes and maintains a positive community relationship with outside groups utilizing district facilities.
- Fosters a well-trained and motivated staff.
- Evaluates personnel and makes recommendations for the assignment of and termination of employment of all personnel encompassed within his/her area of operations.

- Is responsible for the continued improvement of the District's operations and to ensure compliance with the state and federal laws, Board of Education policies and regulations and negotiated agreements, including the training and evaluation of the personnel.

Perform other duties as necessary to support the mission and vision of Columbia Public Schools.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports to: Superintendent

Supervises: All members of Facilities, Custodial, Transportation, Nutrition Services, Technology Services, and District Project Manager.

QUALIFICATIONS

Minimum:

- Education: Bachelor's degree in business or other related degree.
- Experience: Five years related experience, demonstrated ability regarding business procedures, central office experience.
- Other: Five years supervisory experience. 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. Include adapting to and mastering new system applications and processes as implemented by the District.

Preferred:

- Education: Master's Degree in related field / CTE director certification / 2-3 years of Principal experience.
- Experience: Seven or more years of experience in an administrative capacity within a large and complex business, government or educational organization.
- Other: Administrative License or Certificate.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and boards. Respond to common questions and concerns. Interview students, staff, and teachers. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation. These are essential functions of the job.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the District's student information software and databases. These are essential functions of the job.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement. These are essential functions of the job.

Technology: Use of technology in daily work; present information to colleagues, staff and students using a variety of media. Access and create reports using the District's student information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment. Consistent and regular attendance is an essential function of this position including but not limited to attend Board meetings, student activities and events. Weekends or in evening hours are common. These are essential functions of the job.

Environmental conditions: The work environment is consistent with a typical office environment; however, they will occasionally be in a school setting, outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer