Position Inventory: E92
FLSA Status: Exempt
Bargaining Unit: N/A
Classification: Non-Licensed Administrator
Calendar: 12 Month / 8 Hours per day
Job Description Last Review Date: 11/05/2026
Job Description Adoption Date: 02/27/2025

Job Title: Chief Operations Officer
Department: Operations
Reports to: Superintendent
Highest Level Supervised: Director

Job Summary:
The Chief Operations Officer (COO) supervises the functions of the Operations department to ensure leadership, vision, and a commitment to advancing education through the operational effectiveness of the organization. As a key member of the Superintendent's Cabinet, the COO provides strategic leadership, fosters collaboration, and ensures the effective utilization of operational resources. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the district.

Essential Functions and Responsibilities:
1. Provide leadership and oversight to key operational departments including custodial, facilities, preventative maintenance, transportation, food & nutrition, district & school security, and warehouse services.
2. Direct the coordination and supervision of the District's long-range capital investment program and construction projects, including planning, prioritization, budgeting, scheduling, contractor oversight, and compliance, to ensure projects are delivered on time, within budget, and aligned with the District's facilities and strategic plans.
3. Lead cross-functional teams to implement forward-thinking initiatives that enhance operational efficiency and support student outcomes. Streamline processes, enhance productivity, and optimize resource allocation through operational solutions.
4. Analyze operational performance metrics and results, comparing them to established objectives/goals. Identify and implement corrective actions to address areas for continuous improvement.
5. Evaluate existing systems to identify areas of growth and improvement to ensure the highest quality of efficiency. Leverage the effectiveness of resources, programs, and services throughout the district.
6. Oversee annual planning and ongoing monitoring to ensure optimal level of resources (financial, technical, human) to deliver required services that align with budget, strategic plan objectives, and best practices.
7. Effectively communicate operational objectives, initiatives, and results to internal and external stakeholders.
8. Actively support the efforts of the Board, Superintendent, and colleagues to achieve district goals and objectives.
9. Prepare reports and coordinate record keeping in accordance with the requirements of the district, state, and federal programs.
10. Attend all Board meetings, serving as a resource person for the Superintendent and Board.
11. Maintain professional learning and growth through professional organizations, seminars, course work, and collaboration.
12. Other duties, as assigned.

Minimum Qualifications:

- **Education:** Advanced degree in operations management, education administration, business administration or related field or an equivalent combination of education and relevant experience
- **Work Experience:**
  - Five years previous supervisory experience
  - Five years previous experience in implementing multiple functions within large organizations
- **Licensure or Certification:** One of the following certifications, preferred:
  - Project Management Professional (PMP)
  - Other aligned license or certification in one of the supervisory areas.

Knowledge, Skills, and Abilities:

1. Knowledge of federal and state laws related to areas of supervision.
2. Ability to analyze facts and make sound decisions based on applicable laws, emerging trends, and the strategic plan.
3. Effective written and oral communication and presentation techniques.
4. Ability to prioritize tasks and to delegate them when appropriate.
5. Strong analytical and problem-solving skills.
6. Strong supervisory and leadership skills.
7. Excellent organizational skills, attention to detail, and commitment to quality and accuracy.
8. Excellent time management skills with a proven ability to meet deadlines.
9. Proficient with Microsoft Office Suite or related software.
10. Maintain confidentiality.
11. Attend work on a prompt and regular basis.
12. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.

Physical Requirements:

PHYSICAL DEMAND:	FREQUENCY:
Standing	Frequent 33% - 66%
Walking	Frequent 33% - 66%
Sitting	Frequent 33% - 66%
Bending/Stooping	Occasional 1% - 32%
Reaching/Pushing/Pulling	Occasional 1%- 32%
Climbing/Stairs	Occasional 1% - 32%
Driving	Occasional 1% - 32%
Lifting (10 lbs.)	Occasional 1% - 32%
Carrying (25 feet)	Occasional 1% - 32%
Manual Dexterity Tasks	
Telephone	Frequent 33% - 66%
Computer	Frequent 33% - 66%
Other	Never 0%
Working Conditions	
Inside	Constant 67%+
Outside	Occasional 1% - 32%
Extremes of Temperature/Humidity	Occasional 1% - 32%

HR Signature:  **Date:** **11/05/2026**

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