

DeKalb County School District

Position Specification

Title: Chief Operating Officer

DIVISION: Operations	GRADE: DPC
DEPARTMENT: Operations	WORKDAYS: 246
REPORTS TO: Superintendent	FLSA STATUS: Exempt
RETIREMENT: Teachers Retirement System	APPROVED (HR): August 1, 2021

General Statement of Job

The Chief Operating Officer (COO) leads and provides oversight for a high-performing team producing high quality services and support in the areas of fleet services, transportation, design and construction, planning, plant services, and school nutrition services.

Essential Duties:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

<ul style="list-style-type: none"> Oversees District Operations and employee productivity that builds a highly inclusive culture ensuring organizational objectives and goals are met
<ul style="list-style-type: none"> Collaborates with the Superintendent in setting and driving the District’s vision and operational strategy to ensure alignment with short and long-term objectives
<ul style="list-style-type: none"> Translates District strategy into actionable goals for performance and growth helping to implement district-wide goal setting, performance management, and annual operating planning
<ul style="list-style-type: none"> Ensures conformity and compliance with all appropriate Georgia and Federal laws, State Board of Education and DeKalb County School District Policy, Rules, and Regulations related to operational support
<ul style="list-style-type: none"> Defines a proactive organizational framework that supports the delivery of professional services to schools, departments, and District stakeholders
<ul style="list-style-type: none"> Monitors performance with tracking and establish corrective measures as needed, prepare detailed reports, both current and forecasting
<ul style="list-style-type: none"> Analyzes internal operations and identify and enhance areas in need of process improvement
<ul style="list-style-type: none"> Assists Senior Leadership in developing and monitoring of annual plans, budget, and controls measures to ensure alignment with the District’s business strategy
<ul style="list-style-type: none"> Builds and sustains effective and trusted relationships with other school districts, related entities, partners, and stakeholders to align resources, and produce successful students, strong families, and engaged communities

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<ul style="list-style-type: none"> • Directs the development of policies and regulations where Operations is the stated custodian
<ul style="list-style-type: none"> • Supports the mission and vision of the District
<ul style="list-style-type: none"> • Performs other duties and may work additional hours as directed by Superintendent

Education and/or Experience:

Master’s degree from a Professional Standards Commission approved accredited college or university in business or operations management, education, finance, or closely related field required.

Minimum ten (10) years of experience as an administrator in a school district setting or, as an executive in a corporate environment with demonstrated, successful advancement through the administrative or executive managerial hierarchy, as appropriate, required.

Certificates, Licenses, Permits:

Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership or meet the eligibility requirements for the Support Personnel License from the Georgia Professional Standards Commission.

Knowledge, Skills & Abilities:

Knowledge of federal, state, local and Board of Education laws, policies, regulations, and procedures relating to financial management and supportive services; sound management principles including continuous improvement (CI) principles, and budget, planning, and financial management practices

Skill in oral, written, and interpersonal communication; coordinating and collaborating with federal, state, regional and local organizations, and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training and motivating employees; analytical processing; leading change process in a large, complex, diverse organization; negotiation, diplomacy, and public relations.

Ability to develop a unified financial management and planning program, with responsibility for developing budget plans and requests, controlling expenditures, and related activities; establish objectives and procedures governing the performance of assigned activities among employees; maintain confidential information; use relevant computer applications; prioritize assignments; delegate; and manage multiple assignments simultaneously.

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

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Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school district. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

Travel: Ability to travel throughout the school district and across the country and abroad on behalf of the school district.

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