



CHIEF OPERATIONS OFFICER

GENERAL RESPONSIBILITIES

Under the direction of the Superintendent, the position is responsible for providing leadership and oversight related to the areas of school plant services, supply services, facilities planning and construction, custodial services, energy management, environmental resources, safety and loss control, transportation, food services, demographics and planning, and all building operated by VBCPS. The position serves as a member of the superintendent’s leadership team and is responsible for community and political issues related to these areas within the division.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Support and ensure the execution of the strategic plan by identifying key processes, establishing targets, and monitoring data; implement related process improvements.
- Prepare departmental budget to include oversight of assigned office budgets; review all requests from principals and other departments.
- Provide leadership and direction for the development and implementation of the capital improvements program
- Oversee the planning, construction, operations, and maintenance of all VBCPS facilities in adequate condition, and size to house the instructional and administrative activities of the division.
- Meet with department heads; give direction; review work; handle complaints from parents, employees, and community members.
- Set objectives and advise the School Board, Superintendent of Schools, staff and principals on matters related to the assigned offices.
- Recommend policies and regulations specific to facility operations.
- Identify staffing needs; evaluate and supervise assigned staff.
- Develop, review, recommend, and monitor the department’s budget.
- Participate in meetings with Superintendent and staff to finalize budget recommendations.
- Attend and prepare for a variety of scheduled meetings.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a comprehensive knowledge of the principles, practices and procedures of organizational administration; knowledge of school division objectives, procedures and organization; knowledge of facilities long-range planning, construction, maintenance, plant operations, and capital and operating budgetary and financial procedures necessary to administer a comprehensive school facilities program; and a knowledge of school administrative support practices, procedures and methods. Must have excellent oral and written communication skills, excellent leadership and organizational skills, and the ability to interpret educational programs in relation to facility needs. Must have the ability to work with and through School Board members, administrators, teachers and all support staff; ability to conceptualize, initiate, monitor and evaluate new and/or current programs; ability to establish and maintain effective working relationships with school officials, school administrators, teachers, staff, and members of the public and city government.

EDUCATION AND EXPERIENCE

Master’s degree in school administration or related field and extensive experience in organizational administration required. A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license

FLSA Status: Exempt	Description: Rev. 4/18
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