# Chief Operations Officer

## Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Chief Operations Officer</th>
<th>FLSA:</th>
<th>Exempt</th>
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</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>Superintendent of Schools</td>
<td>Pay Grade:</td>
<td>CHIEF</td>
</tr>
<tr>
<td>Dept./School:</td>
<td>Operations Department/ Bamberg Resource Center</td>
<td>Calendar Days:</td>
<td>226</td>
</tr>
<tr>
<td>Contract:</td>
<td>Probationary/Term</td>
<td>Revised:</td>
<td>3.25.22</td>
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### Primary Purpose

Provide management and administrative leadership for the following departments: Buildings and Properties; Central Receiving; Child Nutrition; Facilities Planning and Construction; Maintenance; and Transportation. Develop long-range plans and secure functionality of assigned departments to support district’s strategic priorities.

### Qualifications

**Education/Certification:**
- Bachelor’s degree from an accredited college or university; Master’s degree preferred

**Special Knowledge/Skills:**
- Ability to demonstrate strong internal and external support for Aldine ISD
- Ability to communicate effectively with a variety of audiences
- Excellent knowledge and understanding of all facets of public school operations
- Highly effective organizational and consensus building skills
- Knowledge and understanding of school district policies and procedures
- Ability to transform department in a changing work environment and to continuously improve operations
- Ability to interpret data and evaluate maintenance and custodial programs
- Ability to manage budget and personnel

**Experience:**
- Minimum five (5) years of experience in facilities operations management
- Minimum five (5) years of experience managing people

### Major Responsibilities and Duties

1. Provide guidance for assigned departments on developing appropriate strategic goals and objectives aligned with the Aldine ISD overall strategic vision, mission, goals, and objectives, and provide active support for achieving them

2. Participate in the district-level decision making process to establish and review the district's goals and objectives and major instructional programs

3. Plan the necessary time, resources, and materials to support the accomplishment of the district and departments’ goals
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4. Collaborate with architects and consultants during the design and planning phases of all construction projects to ensure compliance with the district’s specifications, design and construction standards, and building programs. Monitor the progress and compliance of ongoing construction projects.

5. Improve the quality of services, products, and processes through training, automation, and redesigning of processes and practices.

6. Think strategically with the ability to plan, formulate, and execute policies and programs.

7. Ensure that required training is administered to appropriate staff.

8. Manage bond fund projects.

9. Coordinate with jurisdictions of authority issues such as land use, building codes, safety issues, accessibility issues, and other entities requiring scheduled submittals, including the Texas Commission on Environmental Quality and other regulatory agencies as might be required.

10. Monitor district-wide preventive maintenance procedures.

11. Use management practices that promote collegiality, teamwork, and collaborative decision making among staff.

12. Develop and manage the annual division budget and oversee the budgets of assigned departments to ensure prudent management of funds and human resources necessary to carry out the diverse functions and programs of the departments.

13. Recommend proposed policies for School Board and Superintendent approval.

14. Maintain safety standards in conformance with federal, state, and local insurance regulations and district requirements and develop a program of preventive safety.

15. Respond to requests for information from the Superintendent, providing all pertinent data and information.

16. Attend School Board meetings, providing information and presentations as required.

17. Work collaboratively with all Executive Leadership Team members. Ensure collegial working relationships, effective teamwork, and open communication among departmental staff; and provide high quality provision of services, assistance and information by department staff to district management and staff, and the general public.

18. Ensure that safety standards are maintained in conformance with federal, state, and insurance regulations and a district-wide preventive safety program is developed and implemented.

19. Follow district safety protocols and emergency procedures.
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Professional Growth and Development:
20. Pursue continuous improvement and growth in knowledge of leadership skills, and the development of strategies, implementation methods, and evaluative measures of assigned departments

21. Actively pursue a long-range program of professional growth; continually seeking self-improvement

Other:
22. Coordinates special projects as assigned

23. Performs other duties as assigned

Evaluation

The Chief Operations Officer’s evaluation is a responsibility resting with the Superintendent. An evaluation shall be completed in writing at least once during the course of each school year.

Supervisory Responsibilities

Supervision of assigned staff and departments

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.