



CHIEF OPERATING OFFICER

SUMMARY/SCOPE/GOAL

To serve as a staff officer to the Superintendent including, but not limited to, informing staff as to the overall strategic operational status of the school system; providing advice as to the wise use of resources of the District; managing the business operations of the District in a legal, ethical, efficient, and effective manner; recommending changes in policy and practice in consideration of legal requirements; and assisting in the preparation of agendas for School Board meetings. Supervise the routine functions of the Operations division in compliance with law, policy, and regulations, while enhancing operational assets of the organization and promoting employee morale – to include Transportation, Food & Nutrition, District & School Security, and Purchasing & Warehouse Services.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- MA/MS from an accredited institution of higher education.
- Five (5) years successful administrative experience with progressively responsible duties in fiscal and operations management disciplines.
- Proven experience successfully managing multiple business functions within a large organization at an executive level.

PREFERRED/DESIRED:

- School district leadership experience.

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Valid Florida Driver's License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Develop plans and identify District goals for each department in the division.
2. Provide operational oversight to the offices of Transportation, Food & Nutrition, District & School Security, and Purchasing & Warehouse Services.
3. Work directly with the Superintendent of Schools concerning oversight of major operating systems and services to leverage the effectiveness of resources, programs, and services throughout the District.
4. Review operational results, comparing them with established objectives, and take steps to ensure that appropriate measures are taken to correct unsatisfactory results.
5. 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.
6. Direct all functions and services consistent with District priorities and budgeted goals.

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7. Provide advice to the Superintendent as to the operational status of the school system and the wise use of operational resources.
8. Communicate operational divisions' strategic plan outcomes and work collaboratively to develop partnerships with District leadership, School Boards, Education Foundations, and community leaders to support and advance strategic plan objectives.
9. Assist the Superintendent with coordinating and managing the function of operational services for the school district including technology networks, facilities & plant operations, financial wellness, and community & media relations.
10. Coordinate and manage the preparation of reports for internal management use for state and national requirements.
11. Assist in the preparation of the school board meeting agenda, preparing department-related action items of routine and priority nature, as well as timely reports.
12. Supervise the evaluation process of all assigned personnel, providing leadership, mentorship, and guidance in the development of future leaders.
13. Coordinate and manage the development and implementation of policies and procedures.
14. Conduct adjustment counseling when desired or required.
15. Prepare reports and coordinate record keeping in accordance with the requirements of the school system and agency programs required of the school system.
16. Serve as advisor to supervisory personnel in the resolution of personnel problems in their area of responsibility.
17. Conduct employment interviews for personnel when required, exit interviews for retiring personnel, and other conferences related to the personnel function.

OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of business operations and fiscal affairs with demonstrated knowledge of school district budget development and implementation, inventory control, personnel management, support services delivery systems, and customer service. Ability to facilitate planning and creative processes toward achievement of District goals. Knowledge of Florida's funding mechanisms and budgeting; ability to communicate orally and in writing; ability to use high level interpersonal skills in order to maintain effective working relationships; possess skills related to problem solving, planning, supervision, organizing, and scheduling; ability to handle highly sensitive personnel matters in a timely and professional manner. Must be computer literate.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

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EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. 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.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county often.

FOR HR USE ONLY:

DIVISION:	District Operations	DEPARTMENT:	District Operations
TITLE CODE:	D0170	CONTENT BY:	Superintendent, Brevard County School Board
GRADE:	N/A	COMPENSATION:	Human Resources
UNIT:	EXEC	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	11/13/2018	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	02/02/16	Initial Release	Superintendent
2.0	11/13/18	REVISED: To remove reference to Deputy	Superintendent
2.1	07/01/20	REVISED: New format	Human Resources
2.2	11/19/2021	Updated physical requirements to ADA format, added schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.