

DeKalb County School District

Position Specification

Title: Chief Operating Officer

DIVISION: Operations

GRADE: DPC

DEPARTMENT: Operations

WORK DAYS: 246

REPORTS TO: Superintendent

FLSA STATUS: Exempt

RETIREMENT: Teachers Retirement System

APPROVED (HR): July 1, 2020

General Statement of Job

Under limited supervision, reports directly to the Superintendent and serves in the second highest tier of administration in the organization; ensures the daily implementation of design and construction, fleet services, transportation, planning, plant services, security systems, and graphic arts functions which are fundamental to the effective and efficient operation of a large, urban school district; has oversight responsibility for the planning, organization, and coordination of operations of all programs, services and matters related to the school district's Division of Operations; assists the Superintendent in ensuring compliance with established Board goals, the school district's strategic plan, and all legal and procedural requirements attendant to the effective operation of the school district.

Delegates to subordinates any of the powers and duties deemed necessary or advisable, but continues to be responsible to the Superintendent for the execution of the powers and duties assigned. Directly supervises certified and classified personnel and indirectly supervises all full-time and part-time DCSD employees. Performs supervisory responsibilities in accordance with DCSD policies and applicable laws.

Specific Duties and Responsibilities

Essential Functions:

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.

- Has overall oversight responsibility for the daily operation of all departments/work units in the Division; is responsible for all aspects of personnel management for employees assigned to the Division; ensures that duties, responsibilities authority and accountability of all direct and indirect subordinates are defined, understood and properly executed; directs, monitors and appraises the performance of departments/work units; has ultimate responsibility for fiscal management of funds allocated to departments/work units in the Division
- Ensures the administration of relevant programs, activities and operations in accordance with applicable federal, state and local laws, Georgia Department

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<p>of Education requirements, and Board policies and regulations; provides leadership in the continuous development, evaluation and improvement of service delivery models to comply with legal requirements and the stated goals and objectives of the Board; defines and recommends to the Superintendent objectives for each department/work unit in the Division; develops specific short-range and long-range goals and objectives, together with supporting resources for the Division and all departments/work units therein</p>
<ul style="list-style-type: none"> • Provides executive leadership in support of Board goals, school district initiatives and community needs; maintains current knowledge of trends that impact all areas of responsibility and advises the Superintendent of appropriate courses of action
<ul style="list-style-type: none"> • Assists the Superintendent in formulating Board policies by providing necessary data and information and delivering or facilitating the delivery/transmission of such data and information to appropriate audiences or sources; collaborates with all segments of the administration to ensure implementation of policies and procedures; administers Board policies and regulations personally or by delegation to appropriate staff; makes recommendations to Superintendent to improve effectiveness of policies and procedures assists the Superintendent in formulating Board policies by providing necessary data and information and delivering or facilitating the delivery/transmission of such data and information to appropriate audiences or sources; collaborates with all segments of the administration to ensure implementation of policies and procedures; administers Board policies and regulations personally or by delegation to appropriate staff; makes recommendations to Superintendent to improve effectiveness of policies and procedures
<ul style="list-style-type: none"> • Implements the approved school district community relations program to inform the public of school district developments and concerns; recommends specific programs and activities to the Superintendent to promote positive relationships between DCSD and the community; maintains contact with media representatives, community groups, parent and civic organizations, local agencies and others on behalf of the Superintendent; provides information, receives input and serves as the Superintendent’s liaison with the community; represents DCSD at professional and civic functions
<ul style="list-style-type: none"> • Performs other duties as assigned

Education and/or Experience:

Bachelor’s degree from a Professional Standards Commission approved accredited college or university required. Master’s degree preferred.

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.

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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 Support Personnel License from the Georgia Professional Standards Commission.

Knowledge, Skills & Abilities:

Knowledge of organizational and department planning and operational procedures; the organization of specific assigned area; budgeting and spending, labor issues and efficiencies; all relevant federal, state, and local laws and regulations attendant to public education; DCSD policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources and services; curriculum guidelines for the school district and state requirements; federal state and local facilities and construction laws and codes; and city, state and government organizational structures.

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 direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; 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.

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.

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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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