

## Job Description

**Job Title:** Chief Operations Officer (COO)

**Supervisor:** Superintendent

**Job Classification:** Exempt

**Pay Grade:** 57

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for providing leadership and oversight of the overall school divisions operations management to include the areas of Technology, Plant Services, Child Nutrition and Health Services, Pupil Transportation, Printing and Mail services and Warehouse. Position advises the Superintendent on operational issues; communicates with the School Board, city staff and/or city council; ensures compliance with state/federal regulations.

### **Essential Duties**

1. Provide leadership and direction to select departments within the school division to ensure effective and efficient operations and enhance process and performance management: Technology, Plant Services, Child Nutrition and Health Services, Pupil Transportation, Printing and Mail services and Warehouse.
2. Oversee all short and long-range planning development and execution concerning new construction, modernization of aging facilities, and maintenance of existing facilities and performance of renovations to accommodate changing program needs.
3. Oversee division wide technology program serving both students and staff, and ensure that NNPS is staying abreast and implementing the latest K-12 technological advancements.
4. Ensure that the child nutrition and health services departments comply with all federal and state laws pertaining to nutrition, free and reduced lunch programs, state funding and allocations, and other areas governed by federal and state mandates.
5. Provide oversight regarding the pupil transportation needs of students in the school division pursuant to applicable federal and state statutes, regulations and safety protocols.
6. Direct the budget procedures for each department and establish, approve, review, direct, evaluate and assure compliance limitations.
7. Develop short and long term plans to accomplish school division goals and objectives in each department. Review and respond with performance or action plan to address all known issues of concern/crisis within scope.
8. Direct preparation of School Board reports and summaries as identified for projects, divisions and departments.
9. Consults with the Superintendent, School Board members and other staff as questions arise relating to the school division's operations.
10. Models nondiscriminatory practices in all activities.

(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.)

### **Other Duties**

1. Attends meetings of the School Board and prepares such reports for the School Board as requested by the Superintendent.
2. Performs any other related duties as assigned by the Superintendent.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills & Abilities Required)**

Bachelor’s degree in business administration, public administration or related field. Master’s degree in public school administration preferred. Must have a minimum of 10 years of experience in one of a school division’s administrative operational area including at least 5 years of experience in a supervisory capacity. Must possess the ability to plan and supervise the work of others. Must possess excellent communication skills. Must possess the ability to establish/maintain effective working relationships with students, staff, parents, & the public. Must have significant experience with operating and capital budget development.

**Working Conditions & Physical Requirements**

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Position provides overall supervision of Technology, Plant Services, Child Nutrition and Health Services, Pupil Transportation, Printing and Mail services and Warehouse

**Supervision Received:** Superintendent

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Chief Operations Officer will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date

11/2021 CR