

<i>TITLE:</i>	Chief Operating Officer (COO)
<i>DEPARTMENT:</i>	Administration
<i>LICENSURE:</i>	Illinois Professional Educator License (PEL) with Administrative endorsement ( <b>Required</b> ).
<i>ENDORSEMENT:</i>	General Administrative
<i>REPORTS TO:</i>	Superintendent
<i>SUPERVISES:</i>	Assistant Superintendents
<i>CONTRACT:</i>	Twelve months Salary and work year to be established by the Board.
<i>PRIOR EXPERIENCE:</i>	Minimum of five (5) years of district- and/or school-level administrative leadership experience  Demonstrated expertise in budgeting, financial forecasting, audit management, and operational leadership
<i>QUALIFICATIONS:</i>	<ol style="list-style-type: none"><li>1. Illinois Professional Educator License (PEL) with General Administrative; Superintendent endorsement Preferred: Illinois Chief School Business Official (CSBO) endorsement/licensure (Required) Doctorate in educational leadership, business, or related field</li><li>2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.</li></ol>

### **Position Summary**

The Chief Operating Officer (COO) serves as a senior executive leader and key advisor to the Superintendent, providing strategic leadership across the district's financial, operational, and organizational systems. As a member of the Senior Leadership Team, the COO oversees designated functional areas to ensure efficiency, accountability, and alignment with the Board of Education's goals and District 427's mission of preparing every Spartan for the future.

This role reflects deputy superintendent-level leadership, ensuring coherence across systems, strengthening organizational effectiveness, and supporting the Superintendent in advancing district-wide priorities.

## **Core Responsibilities**

### **Executive Leadership & Governance**

- Serve as a member of the Senior Leadership Team, reporting directly to the Superintendent
- Provide executive-level leadership across assigned functional areas to ensure efficiency, accountability, and system coherence
- Serve as Acting Superintendent in the absence of the Superintendent
- Support Board governance through clear communication, policy alignment, and strategic insight

### **Strategic Planning & System Alignment**

- Lead and support district strategic planning in alignment with Board of Education goals and district priorities
- Collaborate across departments and buildings to implement district initiatives, organize staff functions, and monitor progress
- Establish systems for tracking performance, progress monitoring, and continuous improvement
- Align financial and operational systems to support long-term district priorities

### **Financial Stewardship & Resource Management**

- Collaborate with Assistant Superintendents to develop and oversee the annual budget and multi-year financial forecast, ensuring total alignment between Business Services, Human Resources staffing plans, and labor costs.
- Partner with Assistant Superintendents to review and optimize accounting, payroll (including benefits administration and tax compliance), purchasing, and financial reporting systems.
- Coordinate with Assistant Superintendents on the review of the annual audit to maintain rigorous internal controls and compliance systems.
- Ensure fiscal integrity, transparency, and long-term sustainability that directly support Board priorities.
- Synthesize collaborative reviews to provide the Superintendent and Board with final strategic financial recommendations and authoritative guidance.
- Proactively identify and secure future revenue sources, including local, state, and federal grants, to provide the necessary fiscal support for Board and District initiatives.

### **Operational Leadership**

- Collaborate with Assistant Superintendents to provide executive oversight and strategic direction for:
  - Transportation services and logistics.
  - Food and nutrition services and program compliance.
  - Facilities, maintenance, and capital planning initiatives.
  - Safety, security, and risk management systems to ensure a protected environment.
  - Human Resources & Personnel Services, focusing on talent management and labor strategy.
  - Business Services and overall financial health.
- Partner with Assistant Superintendents to evaluate and refine operational systems, ensuring they are efficient, responsive, and strictly aligned with district needs.
- Synthesize collaborative input from the Assistant Superintendents to provide the Board and Superintendent with finalized, strategic recommendations regarding the district's operational infrastructure and long-term sustainability.

### **Cross-Functional Leadership & System Support**

- Collaborate with departments to support district-wide priorities
- Support alignment of operational and organizational systems that serve students, staff, and families
- Oversee systems such as student information and state/federal reporting in coordination with appropriate departments

### **Program Oversight & Compliance**

- Ensure compliance with all local, state, and federal regulations, including the Illinois School Code and ISBE requirements
- Establish and monitor internal controls, financial safeguards, and risk mitigation strategies

### **Crisis Management & Organizational Leadership**

- Ensure all district operations comply with federal and state employment laws (e.g., FMLA, ADA, FLSA) and Education Code requirements.
- Ensure a coordinated district response to crisis and emergencies
- Foster a culture of collaboration, responsiveness, and continuous improvement

### **Core Competencies**

- Executive-level leadership and systems thinking
- Strong financial and operational acumen
- Deep understanding of organizational alignment and continuous improvement

- Governance and Board relations expertise
- Exceptional communication and collaboration skills
- High integrity, transparency, and commitment to public service

### **Work Year & Compensation**

- 12-month administrative position
- Salary: **\$165,000 – \$190,000** (*Commensurate with experience and educational background*)
  - Salary and benefits aligned with District 427 administrative guidelines and commensurate with experience

### **Additional Duties**

- Perform other duties as assigned by the Superintendent