

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Chief Strategy & Operations Officer
CONTRACT YEAR:	Twelve Months
SALARY BAND:	S
BARGAINING UNIT:	ESMAB

PREFERRED QUALIFICATIONS

EDUCATION: An earned master's degree from an accredited institution in public management and leadership, business administration, finance or related field. Doctorate preferred.

EXPERIENCE: Minimum of ten (10) years within the last fifteen (15) years of increasingly responsible experience developing operational programs for school districts or large complex organizations and administering multi-departmental budgets, including strategic planning and project/performance management.

OR

EDUCATION: An earned bachelor's degree from an accredited institution in public administration, business administration, finance or related field.

EXPERIENCE: Minimum of thirteen (13) years of within the last eighteen (18) years of increasingly responsible experience developing operational programs for school districts or large complex organizations and administering multi-departmental budgets, including strategic planning and project/performance management.

ADDITIONAL QUALIFICATIONS

REQUIRED: Diverse background encompassing business, large K-12 educational, and operational experience. Excellent oral presentation and written communication skills. Experience in budget preparation, monitoring and control. Experience must include leadership competencies of vision and

strategic thinking, results-driven change management, and customer service.

Demonstrated experience in providing strong organizational and project/performance management skills, and developing effective communication and relationships with management groups, external partners and professional staff. Computer skills as required for the position.

PREFERRED: Experience with strategic or business management consulting firm. Bilingual skills preferred.

REPORTS TO: The Superintendent of Schools

SUPERVISES: Staff as assigned

POSITION GOAL: The Chief Strategy & Operations Officer is responsible for the development, coordination, and implementation of strategic initiatives throughout the School District. The position oversees the alignment of operating plans and leverages data, research, technology, and partnerships to drive a performance management culture that fosters transparency and efficient support services that are designed to meet the educational needs of all students.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Chief Strategy & Operations Officer shall:

1. work directly with the Superintendent of Schools, on the oversight of major operating systems and services, to leverage the effectiveness of resources, programs, and services throughout the District.
2. establish goals, objectives, and action plans which produce expected outcomes to meet the needs of the District; ensure delivered services support quality teaching and learning by providing the oversight in the application of best practice and results driven benchmarks to maximize school support services across the organization.
3. oversee annual planning and ongoing monitoring to ensure optimal level of resources for assigned organizations, including financial, technical, and human, to deliver required services according to best practices while remaining within approved budget.
4. seek and implement innovative solutions to challenges arising from fluctuating levels of funding and personnel staffing, emerging technologies and changing customer requirements.
5. decentralize decision making and accountability for results that facilitate planning and process improvement by utilizing creative processes to achieve District goals.
6. lead, challenge, and motivate staff by developing relationships that demonstrate

- the ability to work and communicate effectively and focus resources (both human and financial) toward the achievement of the district-identified goals.
7. identify innovative, best-in-class strategies for utilizing data, information and research to drive performance improvements.
 8. participate in all appropriate phases of the audit process and implement necessary corrective action(s) for audit recommendations.
 9. review and recommend changes to policies, procedures and programs within assigned responsibilities.
 10. assume responsibility for all division priorities and projects that assist in achieving the Board's Strategic Plan and Goals.
 11. communicate outcomes and develop partnerships by serving as a skilled facilitator and work collaboratively with District leadership, boards, education foundations and community to advance the District's Strategic Plan.
 12. perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
 13. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
 14. review current developments, literature and technical sources of information related to job responsibility.
 15. ensure adherence to good safety procedures.
 16. follow Federal and State laws, as well as School Board policies.
 17. fulfill other duties and responsibilities as assigned by the Superintendent of Schools.

SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:

On a continuous basis, works with Board members, all levels of employees, labor organizations, and collaborates with local, regional, state and national institutions, organizations and agencies to ensure the delivery of effective operational services that enhance the quality of education for students of Broward County Public Schools.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the district board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Adopted: 7/6/04

Board Adopted: 2/20/08

Board Approved: 4/17/12

Board Adopted: 5/30/12