



JOB DESCRIPTION: CHIEF OPERATING OFFICER

Jackson Public Schools is the second largest school district in Mississippi, serving nearly 24,000 students, representing more than 80 percent of school-aged children in the state's capital. Jackson Public Schools is an innovative, urban district committed to excellence that will provide every student a quality education in partnership with parents and the community.

About the Chief Operating Officer Position

Reporting directly to the Superintendent, the Chief Operating Officer (COO) leads the operations office in providing high quality services and support so that students and staff members have maximum opportunity to reach their highest potential. The COO leads the district's core operations departments including Facilities & Operations, Child Nutrition, Property Accounting, Campus Enforcement, Information Technology and Transportation - to ensure equitable, efficient, and effective service delivery.

The Chief Operating Officer is responsible for:

- Leading a culture and strategy of continuous improvement throughout the operations office that parallels similar efforts throughout the district.
- Providing leadership and clear direction to members of the departments in the operations office.
- Overseeing transportation, facilities maintenance, nutrition services and security activities to ensure efficient and effective functioning of the district.
- Ensuring that all activities of the operations office conform to district policies, regulations and procedures and are compliant with state and federal laws and regulations.
- Initiating consistent standard operating procedures and policies.
- Communicating effectively with all members of the district and community by preparing various reports to inform students, staff & constituents of the district's operational performance.
- Promoting income generating opportunities for the district through relationships with other school districts, related entities, and business and community agencies.
- Contributing to a culture of collaboration by working interdepartmentally with JPS Central Office leaders.
- Creating opportunities for central office staff to act in service to schools, thus ensuring alignment of district resources with school needs.
- Performing other related duties as requested or assigned.

Key Competencies

The ideal candidate will demonstrate the following:

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- Holds self and others accountable for helping all students reach their full potential.
 - Engages stakeholders in actualizing a clear and compelling vision.
 - Demonstrates knowledge of and complies with federal and state regulations.
 - Communicates effectively, altering messages to reflect understanding of audience and context.
 - Works collaboratively with diverse stakeholders at all levels (i.e. district staff, students, families, funders, community partners, etc.).
 - Leads development of solutions to seemingly intractable problems.
 - Demonstrates critical thinking skills and the ability to analyze data, identify trends, and diagnose root causes.
 - Demonstrates excellent project management skills, including balancing long-range goals with close attention to detail, and ability to manage multiple projects under tight deadlines.
 - Continuously monitors progress and demonstrates persistence to overcome obstacles and achieve goals.

Required Training & Experience

- Minimum of ten (10) years' experience in business/operations management and/or business ownership; with experience in operations and operational related functions that significantly include, but not limited to: facilities & grounds maintenance, construction trades, transportation, technology and nutrition services.
- Evidence of improving conditions and efficiencies in previous work settings.

Jackson Public Schools does not discriminate in any aspect of employment on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age. For inquiries regarding the nondiscrimination policies, please contact Sondra Moncure, Senior Staff Attorney at smoncure@jackson.k12.ms.us.