



# Job Description

<b>Job Title: Chief of Operations</b>
<b>Reports to (Title): Superintendent</b>
<b>Terms of Employment:</b> 240 days / 8 Hours Per Day <b>Salary Class:</b> 46 <b>FLSA Status:</b> Exempt
<b>General Summary:</b>
This position is responsible for the planning, organizing, supervising, directing and the control of all programs, activities, and operations, including departmental budgets and procurement, of the following departments: Facilities Operations, Student Nutrition, Technology and Transportation. This position is under limited supervision.
<b>Essential Functions:</b>
<ul style="list-style-type: none"> <li>● Serves as the District's Chief Operations Officer.</li> <li>● Plans, organizes, supervises, directs and controls all programs, activities and operations of the Office of Operations, ensuring compliance with all applicable policies, procedures, laws and regulations.</li> <li>● Supervises duties of assigned professional, supervisory and support staff. Supervisory duties include instructing, assigning, reviewing and planning the work of others; recommending new employees; maintaining standards; coordinating activities; allocating personnel; acting on employee issues and concerns; recommending and approving employee discipline and recommending termination of employment as appropriate. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.</li> <li>● Provides for adequate staff training and development opportunities.</li> <li>● Participates in the development, implementation, and adherence to District adopted policies.</li> <li>● Assists the superintendent in interpreting the operational needs of the District to the Board of Trustees, District staff, and the general public.</li> <li>● Researches, compiles and presents operational reports of the District.</li> <li>● Provides 24/7 support for all circumstances which require attention to ensure an orderly continuance of district operations with special emphasis on the orderly operation of schools.</li> <li>● Acts in the absence of any Chief Officer of the Executive Leadership Team, or other district level administrators as needed in the event of their absence.</li> <li>● Provides operational oversight to the District Office building and other district support facilities.</li> <li>● Makes recommendations to the Superintendent with respect to school improvements, equipment and projects.</li> <li>● Coordinates the management of special projects, as assigned.</li> <li>● Provides assistance and support to principals in the start-up of new facilities and renovations of existing facilities.</li> <li>● Oversees moving and close-out procedures of vacated, renovated or updated schools and facilities.</li> <li>● Supervises the development and monitoring of the District's operational internal control system.</li> </ul>

- Receives and responds to inquiries, concerns and complaints regarding operational issues, policies and procedures and operational services.
- Represents the District at various meetings as appropriate.
- Interacts and communicates with various groups and individuals such as the Superintendent, subordinates, other District administrators and staff, school administrators and staff, Board members, State Department of Education personnel, elected officials, various councils and committees, company representatives and the general public.
- Attends training, seminars and conferences, and conducts research to remain informed of legislation and trends in public financial management and operations.
- Other duties as assigned by the supervisor.

**Minimum Education/Work Experience:**

- Master’s degree in administration, business management, or related field.
- At least five years of experience overseeing operations across multiple departments, preferably in an educational environment.
- May require a valid state driver’s license.

**Knowledge/Skills:**

Knowledge of the methods, procedures and policies of School District Five of Lexington and Richland Counties as they pertain to the performance of the position. Knowledge of the functions and interrelationships of School District Five of Lexington and Richland Counties and other governmental agencies. Knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Knowledge of Office of School Facilities guidelines and District operations. Is able to ensure departmental compliance with all labor/human resources laws and regulations. Has considerable knowledge of and skill in managing general personnel functions, employee training and development, performance assessment, employee relations and organizational development. Knowledge of proper English usage, punctuation, spelling and grammar. Knowledge of modern office practices and technology. Has good organizational, technical and human relations skills. Knowledge of the terminology and various professional languages used within the department. Skill in the use of computers for word and data processing and records management. Ability to follow written and oral instructions with minimal supervision. Ability to offer training and assistance to co-workers and employees of other departments as required. Ability to take the initiative to complete the duties of the position without the need of direct supervision. Ability to plan, organize and prioritize daily assignments and work activities. Ability to learn and utilize new skills and information to improve job performance and efficiency. Ability to read and interpret technical and financial materials pertaining to the responsibilities of the job. Ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Ability to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Ability to react calmly and quickly in emergency situations.

**Working Conditions:**

Administrative duties are performed indoors with no significant exposure to environmental conditions. Physical demands are restricted to light work requiring occasional lifting/moving of items up to 25 pounds. Requires standing or sitting for sustained periods of time; walking or moving from one work site to another; mental acuity including the ability to make rational decisions through sound logic and deductive processes; hearing to receive detailed information and to make the discrimination in sound; and the ability to express ideas by means of the spoken word and have close visual acuity. Other physical abilities that may be required: balancing, climbing, crawling, crouching, handling, kneeling, reaching, repetitive motion, and stooping.

**Responsibility:**

Budgetary responsibility for the Office of Operations.

**Evaluation:**

Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on Evaluation of Administrative Personnel.

**Disclaimer Statement:**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**Signatures:**

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

School District Five of Lexington and Richland Counties is committed to a policy of nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, personnel and community members who participate or seek to participate in its programs or activities. Therefore, the district does not discriminate against any individual on the basis of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age, genetic information, national origin, or any other applicable status protected by local, state, or federal law. The district will use the grievance procedures set forth in policy to process complaints based on alleged violations of Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1963; the Genetic Information Nondiscrimination Act of 2008; and Titles I and II of the Americans with Disabilities Act of 1990. The district designates specific individuals to handle inquiries or complaints. To find out who to contact and how to contact them, please go to our website at <https://www.lexrich5.org/>.