



# EMPLOYMENT INFORMATION

## Chief Operations Officer

### **244-Day Position**

**2024-2025 Salary: from \$192,159**

The Executive Cabinet Leadership team is responsible for creating a performance culture that ensures a student-centered, equity-based and results-oriented system of schools to address the needs of the 21<sup>st</sup> Century learner, meets the expectations and vision of Henry County families, and aligns with the Board of Education's Theory of Action, core beliefs and commitments to the community.

Under the direction of the Superintendent, the Chief Operations Officer provides support to ensure a positive, well-maintained, safe, and efficiently operating learning environment at all district schools, program campuses, and district facilities that supports improved student performance.

### **Essential Functions**

- Serve as a key member of the Superintendent's executive leadership team, acting as a strategic leader and spokesperson on behalf of the Superintendent and Henry County Schools.
- Communicate with the Board on behalf of, and in coordination with, the Superintendent as appropriate.
- Positively and proactively participate in leadership meetings, representing the Superintendent and district priorities.
- Directly supervise the departments of Transportation and Facilities & Maintenance.
- Advise and lead the organization on matters affecting organizational operations, efficiencies, and effective policies and processes to support students, employees, and schools.
- Oversee the coordination of the District's Facilities Planning and land management and acquisition planning, to ensure future planning is aligned to the district's annual strategic priorities, long-range strategic plan, and the Board of Education's core values and commitments.
- Responsible for overseeing the selection, monitoring, and supervision of services used in order to support the facilities program in accordance with Board policy.
- Coordinate with legal counsel as appropriate on land, facilities, and transportation issues as appropriate.
- Ensure operational staff provides responsive, courteous, and helpful customer service to the schools, staff, and other stakeholders.
- Establish and maintain clear, consistent interactions with parents, families and community partners to receive input and feedback on the effectiveness of our schools, improve family engagement, and to resolve concerns.
- Coordinate with and effectively communicate with all district Divisions on all matters directly affecting schools, school leaders, or campus oversight.
- Coordinate with and effectively communicate with all district Divisions on school planning, construction, design, and facility enhancements.
- Manage the process for new school and specialty school program planning.
- Prepare for and attend all meetings and trainings of the Board of Education.
- Perform other duties as required.

### **Knowledge, Skills, and Abilities**

- Minimum of a Bachelor's degree, required; Master's degree preferred.
- Minimum of five years of administrative/supervisory experience, required.
- Knowledge of public education and driving improvement in student achievement.
- Using quantitative and qualitative information in an instructional setting to drive decision-making and evaluation.
- Strong strategic planning and organizational skills.
- Familiarity with systems thinking and the ability to analyze organizational situations from structural, human capital, political, and cultural perspectives.
- Analyze complex situations and synthesize information carefully to develop an effective course of action.

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- Communicate tactfully, appropriately, and effectively with individuals and groups, including the Board of Education, Superintendent, Executive Cabinet team, the Board Attorney, district staff, local school staff, and the community.
  - Exhibit a consistent sense of urgency around improving student performance, closing the achievement gap, and making the instructional improvements needed to do so.
  - Ability to make challenging decisions, remain professional under stress, and possess exceptional judgement.
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- Coach others to drive student achievement gains.
  - Work collaboratively to build consensus while also delivering exceptional results.
  - Collaborate and build relationships with internal and external stakeholders.
  - Be flexible, resilient, and adaptable to changing priorities.
  - Commit to high performance standards and maintain an unwavering belief that all students can excel.
  - Exceptional integrity, commitment to confidentiality, excellent character, and strong professional reputation.
  - Ability to abide by the Georgia Professional Standards Code of Ethics for Educators.
  - Must be regularly, predictably, and reliably at work.
  - Ability to be present at the physical worksite.
  - Must perform tasks involving prolonged periods of standing, walking, and sitting. Some kneeling required.
  - May be required to perform routine physical activities such as bending and lifting/pushing/pulling up to 50 pounds.
  - Vision, hearing, written, and verbal communications are essential factors in performing required tasks.

### Accountability

The Chief will be held to accountability measures mutually identified and agreed upon with the Superintendent.

<b>Division:</b> Operations	<b>FLSA Status:</b> Exempt
<b>Reports to:</b> Superintendent	<b>Salary Schedule:</b> A1
<b>Evaluation Tool:</b> OPAT	<b>JD Revision Date:</b> 8/2022; 6/2023