

CHIEF OF OPERATIONS

SPA License Status:	<i>Licensed/Contract</i>
SPA Probation:	<i>Exempt</i>
FLSA Status:	<i>Exempt</i>
Supervisor:	<i>Superintendent</i>
Supervises:	<i>Physical Plant Department, Nutrition Services Department, Transportation Department, Construction Department, Health Services Department, Risk Management Department, and Public Safety Department.</i>
Salary Schedule:	<i>Superintendent Executive Salary Schedule</i>
Terms of Employment:	<i>8 hours / 12 months</i>
Job Goal:	<i>To provide supervision and leadership in development, implementation, coordination, and support of the Operation Division which includes the following departments: Physical Plant, Nutrition Services, Transportation, Construction, Health Services, Risk Management, and Public Safety.</i>

Minimum Qualifications

- 1. Master's degree in education or related field from accredited college or university.*
- 2. Ten years combined teaching experience and/or administrative experience.*
- 3. Willingness to work with highly involved community and parent groups.*
- 4. Knowledge of and ability to apply technology skills. Excellent computer skills in Microsoft Office (MS) software applications and database applications.*
- 5. Outstanding verbal, written communication, and organizational skills*
- 6. Excellent customer service skills*
- 7. Proven record as a decision maker.*
- 8. Experience in a school district of 10,000+ Students preferred.*
- 9. Three years' school district administration office work experience at a director or Associate Superintendent level preferred.*
- 10. Valid New Mexico Public Education Department (PED) PK – 12 Administrative License Level 3B preferred*

Job Duties

- 1. Work with superintendent, directors, principals, and other administrators in developing and supporting district philosophy and goals.*

2. *Supervise and evaluate supervisors in the Operations Division to include Physical Plant, Nutrition Services, Transportation, Construction, Health Services, Risk Management, and Public Safety.*
3. *Administer the development and maintenance of physical environment designed to meet the needs of the community and to carry out the policies of the Board of Education.*
4. *Develop, implement, and supervise policies on organization, school plant.*
5. *Attend and participate in all meetings of the Board.*
6. *Conduct a continuous evaluation of the progress and the needs of the schools and keep the public informed.*
7. *Responsible approving district personnel professional and civic leave for requests.*
8. *Hold such meetings of the district administrators and/or employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.*
9. *Make recommendations with references to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriation for sites and buildings; and improvements, alterations and changes in the buildings and equipment of the district.*
10. *Provide an atmosphere, which promotes communication among faculty, staff, students, parents, and community and promotes a mutual understanding of concerns and opinions of each group.*
11. *Attend or delegate a representative to attend all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.*
12. *Recommend the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program and approves the special transfer of students from one boundary area to another when conditions warrant such action.*
13. *Represent the schools before the public and maintain through cooperative leadership, both within and without the schools, public information, and relations programs to keep the public informed of activities and successes by the schools.*
14. *Keep abreast of current trends and practices in the various subject matter fields and disseminate professional information and materials to staff.*
15. *Direct and assist in preparing Board Policy for Board approval.*
16. *Engage in promoting and securing the rights of all persons, particularly the educational institution.*
17. *Perform program research and development as required.*
18. *Assist in the development of the district budget.*
19. *Assist in articulating district goals to the Legislative Student Committee, the Legislature and the Governor's Office.*
20. *Assist in the formation of a district legislative agenda.*
21. *Prepare materials for the Board of Education adhering to the Superintendent's office timelines, including drafting, and editing of resolutions that require research and citation to statutes or rules.*
22. *Prepare, review, and revise job descriptions annually as assigned.*
23. *Adhere to relevant procurement statutes and NM Public Education Department (NM PED) rules in the purchase of goods and services.*

24. Adhere to applicable NM PED Manual of Procedures (PSAB) and district policy regarding budget accountability.
25. Exhibit professionalism by maintaining good attendance and adhering to an established work schedule.
26. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
27. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff, and peers.
28. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
29. Evening and weekend work may be required.
30. Perform such other tasks as may be assigned.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. Verbal ability required to understand oral and written instructions
2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly
4. For further information regarding worker traits, please see attached job analysis

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

Print Name _____

Signature _____ Date _____

Approved By _____ Date _____