

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

9/21 Effective Date	<u>ASSISTANT SUPERINTENDENT</u> <u>BUSINESS AND SUPPORT SERVICES</u> <u>CHIEF OPERATIONS OFFICER</u>	3.1.5 Index
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1. **Primary Function:** Assist the Superintendent substantially and effectively in executing significant strategic, operational, and cultural agendas calling for considerable changes in developing and maintaining equitable and quality services in the District. Work collaboratively as a member of the Superintendent's Executive leadership and Cabinet. Interact directly with the School Board and Budget Committee. Responsible for coordinating and administering the business services, budget and financial operations, facilities planning and property management, construction, maintenance, custodial and auxiliary services, nutrition services, safety and risk management, and transportation services in the district. Serves as Incident Commander during districtwide events. The position also leads the 2018 General Obligation Bond Construction Program and is responsible for overseeing long range facility planning and the district boundary adjustment process. Each responsibility area has a director/manager supervised by this position.

2. **Responsibilities:**
 - 2.01 Incorporate equity, diversity, and inclusion for the district with a laser like focus as it pertains to operations and delivery of services
 - 2.02 Plan, coordinate and administer the functions of business services, budget and financial operations, facilities planning and property management, construction, maintenance, custodial and auxiliary services, nutrition services, safety and risk management, and transportation services
 - 2.03 Attend board and budget meetings and facilitate and lead discussion and decision making about the operations of the district and related legal issues.
 - 2.04 Provide the Superintendent and Board with information and data to support recommendations and decisions; inform the Superintendent and Board of matters related to financial decisions, long range planning, and protection and conservation of district assets.
 - 2.05 Provides statewide leadership as part of a collective of Oregon school districts to promote equitable laws, administrative rules, and policy.
 - 2.06 Provide leadership to improve operating efficiencies that assist the district in identifying cost avoidances while minimizing or reducing the impact on educational programs.
 - 2.07 Serve on the executive leadership team and Superintendent's Cabinet.
 - 2.08 Represent the district externally to media, government agencies, funding agencies, and the general public.
 - 2.09 Supervise, develop, and evaluate the performance of assigned staff; interview and select employees; coordinate and arrange for training and management of subordinates.
 - 2.10 Provide for professional growth through active membership and participation in professional organizations; maintain current knowledge of new district/state procedures and legislation related to the position.
 - 2.11 Attend a variety of meetings; chair or serve on assigned committees; present to community groups; facilitate district budget committee meetings; and serve as a member of the executive cabinet for board meetings.

- 2.12 Communicate with other administrators, district support staff and contractors to coordinate activities, and programs, resolve issues and exchange information to assure effective services for the district.
- 2.13 Negotiate contracts with vendors such as auditors, bonding agents, financial institutions, legal institutions, maintenance, operations, and insurance companies.
- 2.14 Provide accurate and timely reports outlining the operational and fiscal condition of the District.
- 2.15 Administer, plan, and direct the operations for the district; direct the development and implementation of short- and long-range plans and programs related to sustainable operations including facilities, transportation, and the financial stability of the District.
- 2.16 Administer, plan and direct bonded and contracted projects, including new construction, repairs, remodeling, upgrading of District facilities and the selection and evaluation process for related professionals and the coordination of district contracts.
- 2.17 Ensures the District's nutrition services contract for the federally subsidized breakfast and lunch program is in compliance with state and federal guidelines.
- 2.18 Ensures efficient and effective management of the District's Emergency Operations Center.
- 2.19 Serve as management representative and oversee the Quality Assurance Process under ISO 9000 certification for the District.

3. Knowledge of:

- 3.01 Equitable services to students from an operational perspective.
- 3.02 Long range facilities planning.
- 3.03 Applicable Federal, State, local laws, codes regulations related to area of responsibility.
- 3.04 Acceptable governmental accounting and audit principles and practices and budget preparation.
- 3.05 Financial Planning and management
- 3.06 Incident Command System and Emergency Operations
- 3.07 Principles and practices of leadership and supervision.
- 3.08 Collective bargaining agreements and contracts.
- 3.09 School district organization, operations, and policy governance.
- 3.10 Public contracting and purchasing.
- 3.11 Compensation and retirement systems.
- 3.12 Facilities planning and construction.
- 3.13 Bonding and debt management.

4. Ability to:

- 4.01 Interact successfully with a wide range of constituents including representatives from business, governmental agencies and university partners.
- 4.02 Interacts positively with community partners in order to advance their partnership in support of student outcomes.
- 4.03 Find creative solutions to operational challenges on behalf of student achievement.
- 4.04 Implement hiring practices that are culturally responsive and reduce barriers for applicants that advance the goals of the district to increase diversity of our workforce.
- 4.05 Provide leadership to operational departments that promote employee morale and retention and provides creative ways to promote a positive culture within the workforce.
- 4.06 Interact with others using tact, patience, and courtesy.
- 4.07 Successfully negotiate agreements on behalf of the district.
- 4.08 Participate and provide leadership in the development of policies, procedures, and fiscal decisions.

- 4.09 Interpret and apply provisions of state statute and various regulatory agencies.
- 4.10 Gather and analyze data and make appropriate fiscal and business recommendations to the Board, Superintendent, and Cabinet.
- 4.11 Communicate effectively both orally and in writing.
- 4.12 Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- 4.13 Establish and maintain cooperative and effective working relationships with a diverse range of colleagues and stakeholders.
- 4.14 Meet schedules and timelines.
- 4.15 Work independently with little direction.
- 4.16 Use program and project management techniques to effectively deliver results.
- 4.17 Prepare comprehensive narrative and statistical reports.
- 4.18 Make oral presentations.

5. Key Relationships:

- 5.01 Superintendent: reports to and is supervised by.
- 5.02 Executive leadership: serves as a member of the Executive leadership team.
- 5.03 Supervises the following Directors: Budget and Financial Services, Construction and Maintenance Services, Custodial and Auxiliary Services, Safety and Risk Management Services, and Transportation Services.
- 5.04 Cabinet: serves as a member of the Superintendent's Cabinet team.

6. Education/Training/Experience:

- 6.01 Master's Degree in Business, Finance, Law or Public Administration preferred.
- 6.02 5-7 years of experience in a significant leadership/administrative role.

7. Work Environment:

Typical office conditions and the noise level is usually moderately quiet. Travel to district schools, office, training facility, community agencies and other locations as needed.

8. Physical Requirements:

Sit for long periods of time; talk and hear in person or by phone; use hands and fingers to word process on computer and basic office equipment; and reach with hands and arms. May be frequently required to stand and walk, bend and stoop, and to grasp, lift and move records and documents typically weighing less than 20 pounds. Regularly use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform high detailed work; work on multiple/concurrent tasks with frequent interruptions for meetings and phone calls; work under deadline pressures; and interact with District staff, administrators, managers, the Board and the public.

9. Salary:

Negotiable contract, submitted to the School Board for final approval.

Salem-Keizer School District is an equal opportunity employer.