



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Chief Operations Officer
Payroll/Personnel Type:	12 Month
Job #:	8505
Reports to:	Superintendent of Schools
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible
Starting Salary:	\$190,000

Position Summary:

The Deputy Superintendent of Operations will provide leadership for School Operations, facilitating effective communications between schools and the District's Operations department. The DSO ensure that all school and district buildings are safe, clean, comfortable and in good working condition and that other operational functions (Transportation, Food & Nutrition, etc.) run smoothly. The DSO serves as a member of the Superintendent's cabinet and manages a team.

Essential Functions:

- Sets a compelling vision and strategic priorities for the Operations Team and manages team towards the realization of that vision and goals
- Serves on the Superintendent's Cabinet, collaborating with other deputy superintendents on high-priority projects and initiatives
- Ensures that all District Operations functions run smoothly, implementing new systems or improving existing systems when necessary to ensure buildings run smoothly, safely, and cleanly
- Manages a team of directors over key operational areas (Buildings & Grounds, Transportation, Food & Nutrition, etc.)
- Maintains a close working relationship with District Administrators to ensure information exchange and the coordination of efforts for effective school operations
- Provides input into the collective bargaining process as it impacts school operations
- Visits schools on a regular basis and provides feedback to Principals in all phases of the school's operations, as needed
- Advocates for the needs of individual buildings across the District to ensure every school and building is safe and clean
- Prepares reports and presentations related to the Operations department and collects and monitors appropriate data and information to capture the effectiveness of strategic initiatives and priorities
- Manages Operations resources and resource allocation to ensure that resources are allocated and spent appropriately and in alignment with the District's priorities
- Provides professional development and learning opportunities, as needed, to support other leaders in District in implementing relevant components of the Operations strategic plan
- Ensures that team has effective human capital practices in place to support all functional areas and manages performance of team to ensure effective practices
- Performs all other duties as assigned



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Knowledge, Skills, and Abilities:

- Highly visionary, with a belief that all children and adults are capable of greatness
- Deep understanding of how systems operate and how to lead change efforts internally
- Compelling communicator with the ability to invest key stakeholders in prioritized work
- Effectively collaborative, working across teams at various levels of the organization to ensure effective implementation of strategic priorities
- Deep understanding of equity, especially in an educational context, at an individual contributor, team, department, school, and district level
- Highly self-aware of identity, biases, and characteristics and how those impact one's own leadership
- Deeply committed to growing and accepting feedback with a demonstrated track record of receiving feedback well and implementing feedback effectively
- Effective leaders of others with a strong ability to influence others across departments and teams both horizontally and vertically
- Extensive knowledge of key content related to the work of Operations, including Maintenance, Transportation systems, Food & Nutrition, etc.
- Expertise with budgets, allocations, and operation plans to ensure efficient use and distribution of all team resources
- Has extensive theoretical or highest level of organizational and/ or business knowledge to manage a major segment of the School District
- Independent judgement needed to review and approve major recommendations with District-wide policies (required)
- Understanding of local and state policies and procedures related to Operations in a school district
- High degree of analytic ability and inductive thinking to devise new, non-standard approaches to highly intricate, technically complex problems

Experience:

- Leadership experience in a setting similar to that of St. Louis Public Schools (preferred)
- Experience as a principal or central office administrator (preferred)
- Administrative experience as an assistant or associate superintendent or experience in an operations leadership capacity (preferred)

Education:

- Master's Degree (required)
- Certification in secondary administration and/or Missouri Principal Certification (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk



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Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
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_____ Human Resources	_____ Date
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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.