



# Pickens County Schools

## Job Descriptions

### **CHIEF OPERATIONS OFFICER**

**Title/Position:** Chief Operations Officer

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 240 Days

**Reports to:** Superintendent of Schools

**Qualifications:**

1. Minimum Masters Degree (L-5) School Administration prefer Specialist (L-6) or higher or prior experience in this field.
2. Five years successful experience as a school level administrator or experience in this position.
3. Ability to work effectively with all levels of employees
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### **RESPONSIBILITIES**

- Supervision of Transportation Director, Maintenance Director, Food Service Director, and Campus Police with personnel and operational issues.
- Assist the Director of transportation and Maintenance in planning and implementation of M & O and Transportation annual plan and budget.
- Supervise and monitor the work of the Food Service Director and assist in the planning and implementation of the annual food service plans and budget.
- Assist in the development and preparation of the annual system budget.
- Ensure adherence to necessary safety procedures.
- Provide leadership in safety by heading a Safety Committee to review safety concerns and recommend solutions to safety problems.
- Ensure all facilities are meeting or exceeding current codes (fire, boiler safety, electrical, plumbing).
- Assist in short and long term planning for support services by coordinating with district and school level personnel.
- Coordinate maintenance department with Director of Special Projects as needed.
- Will supervise budgets for maintenance and operations, transportation, and campus police.
- Serve as liaison between all district directors and principals and the maintenance, transportation, and school food service departments.
- Assist the Superintendent with boundary changes and other facility utilization changes that may be needed in the school system

- Assist in evaluating road conditions to determine if buses can safely operate.
- Perform other duties as assigned by the Superintendent.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

**FLSA Status:** Exempt