

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Chief Operations Officer	<b>REPORTS TO:</b>	Superintendent of Public Education
<b>DEPARTMENT:</b>	Chief Operations Officer	<b>CLASSIFICATION</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	048
<b>REVISED:</b>	July 29, 2014		

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**BASIC FUNCTION:**

Direct, oversee, administer and be accountable for the delivery of services and programs related to non-instructional operations for the District in the areas of Auxiliary Services, Police Services and Strategic Sourcing and Contracts;

**REPRESENTATIVE DUTIES:**

Ensure the operational support of instructional programs is in compliance with relevant standards and established operating practices by providing cost-effective and efficient Auxiliary Services (Physical Plant Operations, Custodial Services, Maintenance Services, Landscaping Services, Food Services, Transportation Services and Warehouse and Distribution Services), Police Services and Strategic Sourcing and Contracts. *E*

Collaborate with a wide variety of internal and external groups for the purpose of planning and implementing effective and efficient business operations in assigned areas of responsibility; create long-and short-term plans and goals to address and meet organizational objectives. *E*

Compile data and prepare or direct the preparation of a wide variety of reports for the purpose of analyzing issues, ensuring compliance with established policies and procedures, and/or monitoring non-instructional business operations. *E*

Serve as a member of the District's executive management team facilitating and participating on committees as assigned. *E*

Assist the Superintendent in planning, recommending and implementing policies, procedures and accountability goals for the non-instructional operations of the District. *E*

Act in a liaison capacity between the Superintendent and division and department heads, field administrators, employee organizations, other school districts, public agencies, parents, and the public, as directed. *E*

Recommend and provide solutions to a wide variety of complex issues for the purpose of addressing the business needs of the District. *E*

Receive and resolve concerns and answer questions from staff members and the public. *E*

Perform other duties assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, education and/or experience equivalent to a master's degree in educational leadership, business administration, public administration, finance or related field and ten years of leadership experience in a school district or a large and complex organization. Five years experience as head of a major organizational unit in a school district or large and complex organization is highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organizational development principles and practices.  
Techniques and strategies for managing a large, diverse organization.  
District business operations, programs and services that support curriculum and school instructional programs including the integration of educational technology.  
Applicable sections of California Education Code and other applicable codes, laws, rules, and regulations related to assigned activities.  
Programs and issues that affect district schools.  
Public education systems and county and community resources and agencies.  
Effective staff development programs.  
Principles and practices of administration, supervision, and training.  
Interpersonal skills using tact, patience, and courtesy.  
Operation of a computer and assigned software.  
Principles and techniques of budget preparation and control.  
Principles and practices of administration, supervision, and training.  
Oral and written communication skills.

**ABILITY TO:**

Provide leadership, direction and accountability in the administrative and non-instructional functions of the district.  
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.  
Analyze problems, make decisions, and be responsible for those decisions.  
Plan and organize programs.  
Provide effective and efficient oversight of district business operations to meet goals and objectives.  
Plan and implement staff development programs.  
Implement collaborative and team building processes.  
Analyze problems, make decisions, and be responsible for those decisions.  
Establish and maintain cooperative and effective working relationships with others using tact, patience, and courtesy.  
Operate a computer and assigned software.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Plan and organize work.  
Meet schedules and time lines.  
Supervise and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office setting.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Job Code 1222

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PH