

Quakertown Community School District



Position Title: Chief Operating Officer

Reports To: Superintendent

Prepared By: Chief Operating Officer, Superintendent

SUMMARY: Responsible for the overall operations of the district, including, Business/Finances, Facilities, Food Service, Human Resources and Transportation. Member of the Superintendent's Cabinet with a central role in school district planning and analysis of current programs, support systems and expenditures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

- Responsible for the efficient and effective administration of the Business, Transportation, Food, Facility, and Human Resources departments.
- Responsible for overseeing the Finance Director in the his/her preparation of the annual budget development process, and long range financial planning for the District.
- Manages, supervises and performs district-required duties in the following category areas: Debt Service, Capital Funds, reporting planning and budgeting, Food Service Operations, Insurance/Risk Management, Negotiations, Office Management, Personnel Management, Real Estate Fixed Assets, School and Community Relations, Transportation.
- Responsible for the delineation of the responsibilities of the various division. The Chief Operating Officer shall provide leadership in the development of role definitions and job descriptions for various positions and in the establishment of clear lines of authority within operations.
- Assist the Superintendent and staff to analyze financial problems and develop solutions to problems that ultimately improve daily operations.
- Participates with county and state organizations in staying abreast of school finance reform and other district-wide issues related to operations.
- Responsible for the negotiation and administration of various contracts for service, supplies, and items of a capital nature.
- Together with other cabinet members, is responsible for the negotiation and administration of labor contracts, salary agreements, and related benefits.
- Prepares and oversees the preparation of District statistical and financial reports. Ensures that report formats meet State, local and in-District reporting requirements.
- Prepare and present reports of departmental activities and special projects as may be required by the school board or other school district officials.
- Responsible for the preparation of the annual budget through appropriate research and preparation of estimates, and present it for approval and adoption by the Board of Education.
- Work with attorneys and financial advisors to effect suitable financing for new construction/renovation projects.
- Secure new funding/revenue sources through analysis and trending of financial matters.

- Provide the Superintendent and other staff members, as well as the board, with facts and information that help them in their relations with the public.
- Interpret the business area of educational programs to the educational staff and to the public and media where possible and required.
- Translate the educational needs of the District as expressed in periodic meetings into composite short and long term financial plans.
- Communicates and builds relationships with internal and external stakeholders to better support the operations of the District.
- Represent the district as Chief Operating Officer and establish and maintain liaisons with other school districts, the Pennsylvania Department of Education, universities, and the U.S. Department of Education, and other appropriate agencies that are interested or involved in the operational programs of the district.
- Develop and recommend research-based policies and operational procedures for all business related areas for continued improvements in business office accountability and efficiency.
- Keep informed about modern operational/business thought and practices as well as apprised of current information relevant to the management of the district by advanced study, by visiting other school districts, by attending conferences, and by other appropriate means.
- District Title IX Coordinator.
- Attends regular, committee, and executive sessions of the board to advise on matters relating to non-instructional services of the district.
- Serves as administrative liaison to the Board Finance Committee.
- Serve as a trustee with the Bucks/Montgomery Health Care Consortium.

SUPERVISORY RESPONSIBILITIES: Manages subordinate supervisors and contracted staff who supervise dozens of employees in Business Services, Food Services, Facility Services, Transportation, and Human Resources. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises non-supervisory employees within the Business Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor in Business (MBA or advanced degree preferred) 5 years previous school district experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Status as a Pennsylvania Registered School Business Administrator through PASBO, S.B.L, and/or M.B.A (*Preferred, but not required*)

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from taxpayers, staff, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community, and board of education.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Personal Computer and spreadsheet skills. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* The noise level in the work environment is usually very quiet.

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