

Anoka Hennepin Independent School District #11
Job Description

Title: Chief Operations Officer
Department: Operations / Administrative Services
Reports To: Superintendent
Prepared Date: July 2010

SUMMARY OF RESPONSIBILITIES

Assumes responsibility for district operations, facilities, support services, budgeting and planning. Position interacts with all departments in the school district to determine department and staff needs to plan how to best meet the needs of our students.

DUTIES AND RESPONSIBILITIES

- Primary contact for staff, school board, and community on issues of operations and facilities. Primary crisis response contact person for the school district (Bombs, weapons, bus accidents, etc.) NOVA certified (National Association of Victim Assistance) and NIMS certified (National Incident Management System).
- Develop school board policy related to facilities, transportation, child nutrition, student wellness, boundaries, fees, and others.
- Oversees the district's Property/Casualty Liability Insurance program.
- Serve on legislative groups and recommend statute changes and best practice language for MN laws. Testify in Senate and House hearings on behalf of the school district and suggested law changes.
- Represent the school district with state, county, and city meetings related to all aspects of school district operations and facilities.
- Collaborate with MN State Colleges and Universities and other agencies for joint powers agreements.
- Develop staff resource groups to provide input to school board and citizen committees.
- Provide leadership in planning for growth and/or decline in enrollment and serving needs of our staff and students.
- Develop and present presentations for the school board and the public on board policy, planning, and operational or facility changes.
- Manage lease space for district programs and advise the superintendent and school board on expansion and reduction of spaces and develop plans for re-purposing schools to house leased space programs.
- Building Administrator for Educational Service Center, the primary district office facility housing 120 staff. Responsibilities include budgeting for building projects, planning for facility use, day-day operations and crisis response and supervision of custodial staff.
- Building Administrator for the Learning Center/Distribution Center, secondary district office facility and warehouse distribution center housing over 300 staff. Responsibilities include budgeting for building projects, planning for facility use, day-day operations and crisis response and supervision of custodial staff.
- Direct reports include Director of Buildings and Grounds, Director of Child Nutrition, Director of Transportation, Secretary Operations and two Custodians.

- Monitor and direct oversight of budgets including Buildings and Grounds (\$10 million), Child Nutrition (\$18 million), Transportation (\$22 million), lease levy (\$4.5 million), alternative levy (\$1.8 million) and capital budgets (\$10 million).
- Chair school district Health/Wellness/Safety Committee, a federally mandated program that addresses all aspects of safety and wellness affecting our staff and students. Including OSHA standards, indoor air quality assurance and crisis planning. Membership includes school board, staff, county health representatives, law enforcement, parents, and others. Responsible for all committee activity as well as statutory compliance. Responsibilities include, but not limited to, developing school district crisis plan and assuring compliance and updates, develop and maintain federal wellness program and policy, anti-bullying procedures, lead poison awareness, and more.
- Member of the Superintendent's Cabinet, the leadership team for the school district.

SUPERVISORY RESPONSIBILITIES

Directly supervises three department Directors, one secretary and two building custodians. Responsible for overall direction, coordination and evaluation of the Operations department. Carries out supervisory responsibilities in accordance with school district policies and applicable law. Duties include interviewing, hiring and training employees, planning, assigning and directing work; appraising performance; imposing discipline; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in Business, Management or related area. Masters degree preferred. Requires ten years experience in Education Administration with emphasis in operations/facilities

CERTIFICATES, LICENSES, REGISTRATIONS

Industry experience and certification in operations areas preferred, such as:
 MAPT transportation director certification
 NOVA certification for crisis management
 NIMS certification for crisis management

PHYSICAL DEMANDS

Some lifting/carrying
 Driving roads in early morning on severe weather days to determine school closing options and make recommendation to superintendent