

**Anoka Hennepin Independent School District #11**  
**Job Description**

**Title:** Chief Operations Officer  
**Department:** Operations / Administrative Services  
**Reports To:** Superintendent  
**Prepared Date:** February 2019

**SUMMARY OF RESPONSIBILITIES**

Assume responsibility for district operations, facilities, support services, budgeting, and planning. Interact with all departments in the school district to determine department and staff needs to plan how 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.).
- Develop school board policy related to facilities, transportation, child nutrition, student wellness, boundaries, fees, and others.
- Oversee 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 in state, county, and city meetings, related to all aspects of school district operations and facilities.
- Provide leadership in planning for growth and/or decline in enrollment and serving needs of our staff and students.
- Develop and deliver presentations for the school board and the public on board policy, planning, and operational or facility changes.
- Manage lease space for district programs; advise the superintendent and school board on expansion and reduction of spaces, and develop plans for repurposing schools to house leased space programs.
- Building Administrator for Educational Service Center, the primary 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.
- Direct reports include Director of Buildings and Grounds, Director of Child Nutrition, Director of Transportation, and Operations secretary.
- Monitor and direct oversight of department budgets totaling approximately \$90 million for Buildings and Grounds, Child Nutrition, Transportation departments; including lease levy, and capital budgets.
- 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. Committee members include 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. 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, Administration, Public Administration, or related area. Masters degree preferred.

Requires ten years related experience in Education Administration with emphasis in operations/facilities; or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Industry experience and certification in operations areas preferred, such as:

- NOVA certification for crisis management (National Association of Victim Assistance)
- NIMS certification for crisis management (National Incident Management System)
- NAPT transportation director certification

### **KNOWLEDGE, SKILLS & ABILITIES**

Demonstrated strong fiscal, policy, resource, staff, and partner management skills.

Previous operations management experience is essential.

Ability and experience with a budget-focused mindset with budget development, setting and reviewing budgets, and managing cost.

Proficient with computer skills in MS-office package especially Word, Excel.

Demonstrated time management skills with the ability to work under high pressure, make decisions, and plan and control change.

Experience in researching new and alternative methods and technologies of efficiency.

Experience in positively influencing local and state educational policy and legislative processes in support of organizational needs.

Knowledge of quality assurance programs.

Previous experience supervising multiple departments and staff.

Knowledge of laws effecting school districts.

Skilled in verbal and written communication to a diverse audience.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to read, analyze, and interpret written documents, professional articles, budget reports, and legal documents.

Ability to write comprehensive reports, correspondence, and procedure manuals.

Ability to effectively present information to and respond to questions from administrators, employees, other District employees, the general public, and School Board.

Ability to maintain regular attendance, which includes completing an assigned day, and attending evening and weekend obligations.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. Driving roads in early morning on severe weather days to determine school closing options and make recommendation to superintendent. The noise level in the work environment is usually quiet.