

JOB DESCRIPTION

Job Title Chief Operations Officer
Reports to Superintendent
Dept/School Superintendent Office

Job Title Code 103107
Wage/Hour Status Exempt
Pay Grade 111
Date Revised January 13, 2026

Primary Purpose

Oversee and supervise the maintenance and operations of the district's facilities to include Transportation, Custodial Services, Print Shop, Facilities and Maintenance. Ensure attainment of the district vision for programs assigned.

Education/Certification

- Master's Degree in Business Administration or education, or related educational field

Special Knowledge/Skills

- Knowledge and understanding of facets of public school district school operations
- Advanced technical knowledge of school operations, effective management practices, and support services delivery systems
- Ability to collect, analyze and use multiple sources of data
- Working knowledge of Texas Education Code, Texas Administrative Code, State Board and federal rules and regulations governing school district operations
- Strong organizational, communication, strategic planning, and interpersonal skills
- Advanced technical knowledge of school operations and effective management practices
- Problem solving, critical thinking and conflict management skills

Experience

- Eight (8) years administrative experience with increasing levels of responsibility at the campus/and or Central office levels, urban school district or other business office

Major Responsibilities and Duties

1. Lead the District in the safe and efficient execution of District operations, policies, and procedures for assigned departments.
2. Develop performance measures and monitor the efficiency and effectiveness of operations.
3. Develop long-and-short-range objectives and goals for support operations of the district.
4. Ensure support operations are aligned to instructional goals and objectives of the district.
5. Plan and conduct need assessments for growth and improvement of the district support operations.
6. Ensure programs are cost-effective and funds are managed prudently to stay within budgeted guidelines.
7. Ensure preventive and proactive processes and systems are in place to ensure long-term success for support operations.
8. Provide leadership and management of support operations that mirror adopted goals and objectives of the district.
9. Provide timely, accurate and complete reports on the operating condition of the district.
10. Prepare and submit reports as requested by the Superintendent, and Board of Trustees.
11. Provide budgetary oversight in the areas of assigned responsibility.
12. Develop performance measures and monitor efficiency and effectiveness of operations.

Policy, Reports, and Law

13. Ensure compliance with federal, state, and local program mandates required of the district for assigned program areas.
14. Maintain current knowledge and understanding of Board policies and administrative regulations.

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15. Implement policies established by federal and state law, and local Board policy in the area of support operations.
16. Recommend to the Superintendent specific policies, procedures, plans, and programs for attaining operating objectives and assist in resolving major problems.

Personnel Management

17. Supervise personnel, conduct performance appraisals, and make recommendations for appropriate employment action.
18. Ensure that staff members are well informed on district matters, as well as department policies.
19. Support professional growth and development for staff.
20. Promote an organizational climate that results in positive staff morale, transparency, and achievement of the mission of the district.

Communication and Community Relations

21. Provide optimal customer service to all students, employees, parents, community members and any other stakeholders of the district
22. Foster positive relationships with other departments/divisions to facilitate achievement of the District's mission.
23. Demonstrate a high level of professional and personal integrity, a collaborative leadership style, and high ethical standards.
24. Communicate with the Board in accordance with guidelines established by the Superintendent.

Professional Growth

25. Improve leadership skills through professional development activities and impart knowledge with other professionals.
26. Participate in professional development activities on a continuing basis.

Equipment/Tools Used

Standard office equipment including personnel computer and peripherals

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Work with frequent interruptions, frequent prolonged working hours. Frequent districtwide travel; occasional statewide travel, occasional outside work with exposure to extreme hot and cold temperatures, dust noise, vibration, and chemical and electrical hazards

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____



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Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.