

# 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, 2025

## Primary Purpose

Provide leadership, vision, and technical expertise for the District's Operations Department to include Transportation, Custodial Services, Print Shop, Facilities, Maintenance, Construction and Operations and respective departments. Ensure attainment of the district vision for programs assigned

## Education/Certification

- Master's Degree in Public Administration, Business Administration, or related 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. Maintain constant communication and contact with the Superintendent concerning day-to-day operations.
9. Provide leadership and management of support operations that mirror adopted goals and objectives of the district.
10. Provide timely, accurate and complete reports on the operating condition of the district.
11. Prepare and submit reports as requested by the Superintendent, and Board of Trustees.
12. Provide budgetary oversight in the areas of assigned responsibility.
13. Develop performance measures and monitor efficiency and effectiveness of operations.

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## **Policy, Reports, and Law**

14. Ensure compliance with federal, state, and local program mandates required of the district for assigned program areas.
15. Maintain current knowledge and understanding of Board policies and administrative regulations.
16. Implement policies established by federal and state law, and local Board policy in the area of support operations.
17. Recommend to the Superintendent specific policies, procedures, plans, and programs for attaining operating objectives and assist in resolving major problems.

## **Personnel Management**

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

## **Communication and Community Relations**

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

## **Professional Growth**

26. Improve leadership skills through professional development activities and impart knowledge with other professionals.
27. 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 Board of Trustees

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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.



EL PASO  
INDEPENDENT  
SCHOOL DISTRICT

## JOB DESCRIPTION

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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.