

Chief Operating Officer

Reporting: Governing Board/Operations and Finance Committees

Term: Full-time/12 Month Contract

MINIMUM QUALIFICATIONS

- *Education Level* – Masters or Higher in Leadership or Related Field
- *Experience* – At least 5 years of experience in an organizational leadership position with preference in a school environment
- *Knowledge and Skills* – Evidence of effective written and oral communication skills, creative and strategic thinking skills, positive and supportive management skills, efficient organizational skills

AREAS OF RESPONSIBILITY

Overview of School Development and Operational Leadership

- Determines best practices on how to reach the set school-wide goals. Reports progress toward goals and reviews data with School and Board Leadership on a regular basis.
- Ensures that frameworks and practices are in place to ensure regular cycles of Operational and Financial Progress Monitoring, Strategic Planning, and Annual Goal Setting
- Ensures that people and resources are allocated appropriately to achieve the charter goals and metrics across the Comprehensive Performance Framework (CPF) and/or Charter Goals
- Follows procedures and protocol to ensure that KCSMA is in compliance with local, state, federal, and charter laws. Reports any concerns that could lead to noncompliance.
- Provides necessary reports, data, and materials for his/her evaluation.
- Holds faculty and staff accountable for effectiveness.
- Facilitates and supports staff to achieve success in the operational, financial, and organizational areas of KCSMA.

KEY FUNCTIONS AND ROLES

Supports, Leads, and Monitors School Operational Aspects Across Operations, Finance, and Compliance including, but not limited to:

- Oversight of all aspects of operations and finance of the school.
- Reporting directly to the Board, CCSD, GaDOE, and Federal Government.
- Maintenance of all records, documents, and files for reporting to State, Board, and Federal levels.
- Responsibility for maintaining the integrity, viability, and success of the school.

Facility and Operational Oversight including, but not limited to:

- Custodial
- Maintenance
- Bidding Process for Facility
- Licenses of Operations
- Codes and Policies for Operations
- Inspections
- Safety

School Operational Oversight including, but not limited to:

- Develops and Enforces school policies and procedures.
- Trains and supports staff in upholding school policies and procedures.
- Collaborates with Board and Committees on changes and additions to policies and procedures.

- Develops and monitors daily, monthly, quarterly, and yearly schedules and programming. Reviews schedules and programming to ensure effectiveness. Reports made to the Operations Committee.
- Attends professional conferences, seminars, and workshops that are directly related to the vision, mission, and improvement goals of the school
 - Oversees Student Data Collection and Submission including FTE Count Verification and Student Record Verification

School Fiscal Oversight and Management including, but not limited to:

- Accounting Oversight
- Business Office Manager Oversight
- Accounts and Vendor Management
- Procurement
- Reports for the Finance Committee
- Local, State, and Federal Grants
 - Budgets
 - Reporting
 - Assets Management
 - Reimbursement Management

Human Resources Oversight and Management including, but not limited to:

- Employee Benefits Procurement and Management
- Employee Onboarding
- Employee Recruitment
- Employee Management
 - Disciplinary Action Consulting
 - Legal and Ethical Consulting and Compliance
 - Personnel File Management and Security
 - Management of Certifications and Renewals
 - Management and review of Employee Training and Evaluations
- Employee Support
- Payroll
- Employee Data Collection and State Reporting

Ensures, alongside Head of School, School Safety and Culture of Respect through Oversight and Management including, but not limited to:

- **Student Health and Welfare**
 - School Nurse and Clinic
 - Safety Manual, Drills, and Training
 - Health and Safety Communication to Stakeholders, Agencies, and Parents
- **Student Discipline:**
 - Student behaviors and disciplinary actions
 - Communication with Behavior Intervention Consultant and Parents
 - Counseling of students in crisis and makes appropriate referrals
- **Student's Rights and Protection**
 - FERPA
 - Student Handbook
 - Student Policies

Shared Development and Oversight of Stakeholder Communications with Chief Academic Officer including, but not limited to:

- Website
- Parent Newsletters
- Student Lottery and Enrollment
- School Calendar and Special Events
- Student Check in and Check Out
- Student Attendance

Ensure effective Communication and Community Involvement including, but not limited to:

- Development of an explicit shared vision for the school that incorporates the voices and perspectives of stakeholders.
- Robust parent and community engagement that supports students' success and the needs of the school community
- Effective communication between the school and home, and the school and community.
- Teacher accountability for effective and regular communication with students and parents.

Shared Board Reporting with Head of School as it pertains Operational and Financial status and needs including, but not limited to:

- Communication with the board
- Provide requested reports to the board

Shared Development of Policies and Procedures for KCSMA with particular focus on areas impacting operations and finance including, but not limited to:

- Establishing, reviewing, revising school level policies with the board
- Ensuring that personnel are adhering to policies and procedures
- Reporting to the board

Shared Oversight of Student Data and Collection including, but not limited to:

- Student Data Collection and Submission
- Report Cards
- Attendance Reporting and Notification to Parents
- Scheduling Courses and Classes
- Reporting to State Portal
- Entering data into SIS
- Registration Forms
- Request records
- Secure and update records

Shared Oversight of Federal Programs including, but not limited to:

- CLIP Documentation and Monitoring
- Federal reporting
- Title I Family Engagement Coordinator (Prescott ½ time)
- Title I Teachers
- Title I Reporting
- Title I Grant Management
- Family Engagement
- McKinney Vento
- Coordinating Services and Compliance
- Outreach

Shared Oversight of Special Education and Related Services including, but not limited to:

- Special Education Related Contracted Services
 - Occupational Therapists
 - Speech/Language Therapist
 - Physical Therapist
 - Hearing Impaired Specialist
 - Testing and Psychological Services

Support Board and Governance Operations of KCSMA including, but not limited to:

- Open Meetings Documentation
- Open Records
- Posting Meetings
- Maintaining Board Notebook at School

Shared Oversight of Student Data Reporting in SIS and to the Board including, but not limited to:

- Verify Report Cards and grading in SIS and to parents
- Attendance Notification to Parents
- Verify Scheduling Courses and Classes
- Verify Reporting in State Portal
- Verify data entered into SIS
- Provide requested and routine academic reports to the board, authorizer and GaDOE
- Provide academic progress reports to stakeholders and parents

Oversight and Management of Enterprise and Supplementary Programs including, but not limited to:

- Before and After School
- Cafeteria
- Fund Raising

Development, Oversight, and Policies/Procedure Enforcement including, but not limited to:

- Establishing, reviewing, revising school level policies with the board
- Ensuring that personnel are adhering to policies and procedures
- Reporting to the board

Supervision and Evaluation of Non-Instructional and Support Staff/Functions including, but not limited to:

- Business Manager/Accounts Payable
- Technology Support
- Administrative and Reception Support
- School Nurse
- Counselor
- Contracted Services
- Others TBD

EVALUATIVE OVERSIGHT AND ACCOUNTABILITY

- Chief Operating Officer reports directly to Governing Board.
 - Board evaluates Chief Operating Officer on the successful execution of Operational and Financial Goals using, but not limited to the following:
 - Board Developed and Adopted Tool as Aligned to the CPF and Other Metrics
 - Organizational Performance Instrument.
 - Others as Mutually Defined Prior of Academic Year
- Chief Operating Officer will evaluate staff using, but not limited to the following:

- Non-Certified Instrument
- Leadership Developed and Adopted Tool as Aligned to CPF and Other Metrics
- Others as Mutually Defined Prior to Academic Year

Chief Operating Officer will perform all other duties that support teachers, students, and administration of KCSMA.