



# Chief Operations Officer

**Culture Fit:** *Personal. Passionate. Progressive.*

As the Chief Operations Officer, you will lead, plan, organize, direct, and provide managerial oversight of all business lines within Operations, including Facility Development and Programming Services; Maintenance; Planning, Growth, and School Capacity; Safety and Security; Student Assignment; and Transportation Services.

*If you are interested in being considered for this career opportunity, you **must** complete an online application with the School District of Lee County by visiting [apply.leeschools.net](http://apply.leeschools.net). Submit an application to the position titled "Chief Operations Officer," Job ID 20183752. This position will close on Friday, December 21 at 11:59 p.m.*

## **Minimum Qualifications:**

- Master's degree in education or a business related field required.
- Doctorate degree in education or business related field preferred.
- Ten (10) years of administrative experience with progressively responsible duties in operation management disciplines.
- Proven experience successfully managing multiple business functions within a large organization at an executive level preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

## **Knowledge, Skills, and Abilities:**

- Ability to demonstrate administrative and technical expertise in multiple areas, including areas of Construction, Facilities, Maintenance, Planning, Growth and School Capacity, Safety and Security, Student Assignment, and Transportation.
- Demonstrated skill in continuous improvement processes such as Quality, Best Practices, and Interest-Based Problem Solving.
- Demonstrated evidence of strong organizational, leadership and managerial skills.
- Expertise and knowledge of applicable national, state, and local educational policies, statutes and regulations in areas of responsibility and School Board policy.
- Demonstrated skill in oral and written communication.
- Demonstrated ability to lead diverse groups of people.



- Experience with industry-standard computer applications

#### **Essential Job Functions:**

- Provide leadership for a collaborative team to ensure that initiatives related to support services are results-oriented and aligned with the District's mission, beliefs, and strategic goals.
- Responsible for overall direction, coordination, and evaluation of senior staff within the areas of responsibility in accordance with the District's policies and applicable laws.
- Direct a comprehensive program of school plant construction, maintenance, transportation and other support services that will enhance a safe, clean, attractive and pleasant school atmosphere.
- Maintain good public relations with parents, businesses, and community groups to provide information and receive feedback, and represent schools at district-level functions as needed.
- Provide input in the development of policies and administrative guidelines for areas of responsibility, and support the implementation of programmatic goals and objectives on a district-wide basis.
- Advise and counsel the Superintendent on areas of responsibility and recommend necessary actions for the most efficient operation.
- Exercise proactive leadership in promoting the vision and mission of the District and empower others to make decisions and carry out responsibilities in support of the District's objectives.
- Facilitate solutions for areas of responsibility, and identify discrepancies between goals and current status in order to stimulate achievement, and provide support for assigned departments' continuous improvement objectives and strategies.
- Build synergistic partnerships among principals, parents, bargaining units, businesses, and other community stakeholders, and establish relationships with community leadership and stakeholders to build support for programs.

#### **Other Job Functions:**

- Participate in Superintendent's Cabinet meetings to assist in formulation, implementation, and evaluation of appropriate policies and procedures concerning the school system.
- Prepare recommendations for School Board meeting agendas and attend School Board meetings.
- Represent the Superintendent at school, business, and community meetings.



- Attend local, regional, and state meetings as a representative of the Superintendent.
- Perform other duties as assigned.

**Salary:** *Negotiable*

*Questions can be directed to Suzette Rivera, Assistant Director, Recruitment at 239.337.8150 or via email [SuzetteR@leeschools.net](mailto:SuzetteR@leeschools.net).*

*To review the entire Board approved job description, please visit <https://www.leeschools.net/common/pages/DisplayFile.aspx?itemId=3015841>*