

**SCHOOL DISTRICT OF SARASOTA COUNTY  
JOB DESCRIPTION**

**ASSISTANT SUPERINTENDENT – CHIEF OPERATING OFFICER**

**SALARY SCHEDULE: ASSISTANT SUPERINTENDENT - A**

**COST CENTER: (9025) QUALIFICATIONS:**

- Master's Degree in education, curriculum, business administration, business management, public administration, or related area from an accredited educational institution.
- Five (5) years' experience leading public education or business functions in government.
- Valid Florida driver's license.
- Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated ability to lead a senior management team.
- Working knowledge of the operations of a public entity with an emphasis on business operations in a public environment.
- Knowledge of school or public finance, budgeting and resource allocation.
- Knowledge of group dynamics, consensus-building, problem solving and conflict resolution.
- Ability to develop and implement long range strategic plans for a mid/large size organization.
- Ability to develop and analyze departmental operations and procedures.
- Knowledge of and ability to interpret School Board policies.
- Ability to communicate to a wide variety of audiences orally and in writing.
- Knowledge of institutional protocol.
- Ability to use computer systems and software applications.

**REPORTS TO:**

Superintendent

**JOB OBJECTIVE:**

On a day-to-day basis, oversee and administer the operational services for the school district in support of the educational program.

**SUPERVISES:**

Executive Director, Facilities, Planning and Construction  
 Executive Director, Human Resources  
 Director, Food and Nutrition Services  
 Director, Information Technology  
 Director, School Safety and Security  
 Director, Transportation  
 Director of Communications

**PERFORMANCE RESPONSIBILITIES:**

- In cases of emergency, and in the absence of the Superintendent, lead the Incident Management Team.
- Provide the day-to-day supervision to business services including, but not limited to, Facilities, Construction, Food & Nutrition Services, Transportation, Safety and Security, Human Resources, Information Technology, and Long Range Planning.
- Set operating direction for support services department administrators and evaluate their performance and continuous improvement in relation to stated goals.
- Ensure that support services department administrators continually develop and improve their capabilities as manager.
- Ensure that high quality support services are provided in support of the instructional efforts of the District and the School Board goals.
- Continually improve and implement the support services efforts of the school system.
- Administer the budgets for assigned areas of responsibility.

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- Develop and implement contracts, agreements and leases with emphasis on joint usage.
- Assist in recruiting and hiring of assigned personnel.
- Oversee security service contracts for the district and assist in the development of the District's Safe School Plan, weather alerts and all emergency services.
- Provide oversight and direction for cooperative planning with external agencies.
- Administer and provide for a comprehensive facilities study on a five, ten and fifteen-year basis, updated annually, including cost estimates and long-range financial planning.
- Provide oversight and assess annual progress of the operations components in the Board's Strategic Plan.
- Facilitate principal participation in district-level management functions.
- Maintain a close working relationship with School Based and District administrators to ensure information exchange and the coordination of efforts for effective school operations.
- Interact with parents, outside agencies, business and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- Respond to inquiries, complaints and concerns in a timely manner.
- Serve on district or community councils or committees as assigned or appropriate.
- Establish and maintain intergovernmental relations with municipalities and county personnel.
- Maintain a network of peer contacts through professional organizations.
- Keep informed and disseminates information about current research, trends and best practices in areas of responsibility.
- Support staff development activities in assigned areas.
- Assist in the development of policies and administrative guidelines.
- Ensure compliance with all federal and state laws and mandates.
- Prepare and coordinate School Board agenda items.
- Represent the district in a positive and professional manner.
- Develop annual goals and objectives consistent with and in support of district goals and priorities.
- Serve on the Superintendent's Leadership Team.
- Lead, and assist in, the implementation of the district's goals and strategic objectives.
- Set high standards and expectations and promote professional growth for self and others.
- Perform other tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**