

## Chief Operating Officer

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of the Superintendent, the Chief Operating Officer serves as the principal advisor to the Superintendent, Board of Education, and executive leadership on all matters related to school system operations. This position provides leadership to ensure school system operations are aligned with the *HCPSS Strategic Call to Action*. The Chief Operating Officer is responsible for school operations and management in the areas of student transportation, food and nutrition services, building maintenance, school facilities, grounds services, fleet services, custodial services, capital planning and construction, risk management, procurement, and safety, security, and emergency preparedness.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Provides leadership for and oversees the day-to-day activities of the respective functional groups mentioned above, to include direct supervision of each functional head as well as overall planning, organizing, directing, budgeting, and staffing for each function.
- Maintains a close working knowledge and understanding of all issues and priorities within Howard County Public Schools, the Office of the Superintendent, and those departmental issues that may require the attention of the Superintendent.
- Builds and leads an effective and cohesive Division of Operations management team.
- Develops maintenance and facilities goals and strategies to accomplish approved objectives within specified timelines.
- Develops short and long-range facility use plans, supervises new construction and renovation projects, and ensures compliance with building codes and ADA accessibility standards.
- Prepares the district in meeting state/federal safety regulations/requirements.
- Assess student transportation processes to ensure effective delivery of services.
- Manages cost-control/energy savings and/or other programs; prepares revenue and expense projections for school facilities (e.g., rental revenues/agreements/etc.).
- Administers BoE approved capital planning budget.
- Prepares competitive bids and quotes specifications, contracts with the BoE.
- Serves as the Emergency Operations Manager and oversees the development of the school system's emergency plan.
- Oversees the planning, development, review, and presentation of the capital budget.
- Manages the preparation, development, and presentation of data and reports to the Board of Education on school system operations.
- Measures and reports on operational performance to track progress on key performance indicators.
- Provides input, direction, and supports the implementation, monitoring, and evaluation of existing programs within the Division of Operations.

- Analyzes internal operations to identify areas for process improvement.
- Collaborates with school system leaders to accomplish short and long-term operational goals.
- Partners with internal and external stakeholders, including community groups and government agencies, on a variety of initiatives within the Division of Operations.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

- Bachelor's degree from an accredited college or university.

#### **Experience:**

- Five (5) years of work experience with responsibility for planning and development, daily interaction, coordination, and direction of senior managers responsible for the following:
  - school, building, or organizational operations.
  - planning and construction.
  - development and presentation of a capital budget.
  - development of short and long-term operational goals.

A combination of education and experience may be considered.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people and communicate clearly and concisely both orally and in writing.
  - Outstanding interpersonal skills and demonstrated ability to work effectively with school system staff, executive leadership, community members, and government officials.
- **Leadership Ability:** Must be able to articulate the vision and mission for the district and provide appropriate direction, guidance, and management skills to achieve them.
  - Knowledge of principles and techniques of leadership, organizational development, supervision and personnel management, budgeting, and human resource principles and processes.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.

### **PREFERRED QUALIFICATIONS**

- Master's degree from an accredited college or university.
- One (1) year of experience in a position of operational leadership in a PreK-12 public or private education environment including leadership, management, and evaluation of professional positions (Executive Director and Director) with (10) or more direct reports.

**SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

**EMPLOYMENT INFORMATION**

This is a 12-month position in the Executive Unit. The salary for this position is \$201,400. Under the Fair Labor Standards Act, this position is exempt from overtime.

**APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@hcpss.org).

***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.