Vacancy Announcement
Chief Operations Officer (COO)

ABOUT CPS:
Cincinnati Public Schools (CPS) serves 35,000 students preschool to 12th grade in over 65 schools across a 91-square-mile district in Southwest Ohio. Cincinnati Public Schools is Greater Cincinnati's largest school district.

CPS is Ohio's fastest-growing, large-city district, with enrollment up more than 20 percent since 2012-13.

CPS offers families high-quality educational choices and a variety of academic programs. Our innovative approach to education, an investment and caring teachers, and a vast array of collaborative partnerships have accelerated students' achievement to highest levels in decades - ensuring that students thrive and graduate prepared to enter college, the military and the work force.

Cincinnati Public is looking for creative, innovative, passionate, problem-solvers to join our team. We seek to have a positive impact on our children and families every day and are looking for staff members who want to not only do an excellent job with their career field but also serve as a role model for the children in CPS. We invite you to become a member of our CPS work family.

POSITION SUMMARY:
The Chief Operations Officer (COO) is responsible for the smooth and efficient operation of Cincinnati Public Schools. In this capacity, the COO carries responsibility for integrating the strategic plan of the organization with the operations. The COO provides management oversight for the development of high quality, cost effective and integrated educational programs within the district. The management portfolio held by this leader is notably diverse, with corresponding broad organizational implications and complexity, characterized by substantial scope of responsibility in this respect.

ESSENTIAL RESPONSIBILITIES
The Chief Operations Officer (COO) is accountable for directing the following which includes:

- Interface with all district staff, including: Board of Education, Superintendent, Directors, Managers and others employed by CPS
- Appropriately represent the district at senior management level

Updated: 3/29/22
● Function as an effective liaison and intermediary between the district and the public
● Oversee major workforce and resource decisions for the district in the areas of transportation, facilities, student dining services, and security
● Where appropriate, represent the district to the public, as well as internally through the application of community relations and marketing activities
● Work through the management team and Board of Education, serving as a resource to help reduce costs, preserve revenues, achieve effective utilization and quality goals and objectives, analyze and utilize information to develop and support management decisions
● Communicate key information to the stakeholders of the district regarding marketplace needs, the competitive environment, cost management, and customer-focused services
● Expand CPS's outreach activities and referral networks to ensure effective partnerships
● Perform other related duties incidental to the work described herein as may be assigned or delegated

CORE COMPETENCIES

OWNERSHIP
● Leads organization by example, modeling the highest level of personal accountability, putting self on the line in pursuit of breakthrough results.
● Holds leadership accountable for decisions and progress against them.
● Forges a culture of optimism and perseverance in the face of challenge.

CUSTOMER FOCUS
● Ensures perspectives from within CPS and from families and stakeholders are reflected in decision making and planning.
● Embeds a customer-first mentality within the organization, modeling the ability to set aside own feelings and possible prejudices to really understand what customers need and want.

CULTURAL
● Forges a district culture where diversity is the norm; recognizes that understanding our biases and working to embrace diversity is a lifelong journey.
● Transforms and upholds talent policies that support diversity and inclusion as an organizational priority.

COLLABORATION ACROSS BOUNDARIES
● Models the highest level of personal and professional trust with families, stakeholders, and people across the organization.

Updated: 3/29/22
● Contributes to a sense of shared purpose among the leadership team and holds the team accountable for collaboration within and across departments.

CLEAR AND CANDID COMMUNICATION
● Serves as an organizational role model in delivering direct and constructive feedback and coaching.
● Publicly represents the organization, successfully generating support for CPS’ work and goals.
● Instills a culture that encourages teams and individuals to raise challenging issues that are essential to moving the district forward.

CONTINUOUS IMPROVEMENT
● Drives a results-oriented culture that relentlessly focuses on improving quality based on data.
● Proactively identifies and acknowledges mistakes made and reflects on causes, redesigning efforts based on what was learned.
● Seeks ideas and feedback from employees at all levels, appropriately incorporating input and championing change efforts.

PLANNING AND EXECUTING
● Establishes a cohesive vision, goals, and strategy across the district. Prioritizes human and fiscal resources for greatest impact.
● Makes strategic decisions in the face of uncertainties and pressure. Remove obstacles for others.
● Ensures district’s priority projects are delivered on time and on budget.

QUALIFICATIONS/REQUIREMENTS
Bachelor’s degree in Engineering, Business or a related field is required (Master’s degree preferred). 7-10 years Senior Managerial Experience required. This position reports to the Superintendent

CONTRACT PROVISIONS
Type Contract: Limited 261 days

SALARY RANGE
Salary is commensurate with education, experience, and background.
APPLICATION PROCEDURE
All interested applicants should submit a resume and application online at http://www.cps-k12.org/, click on employment, then Apply Online.

The intent of this job description is to provide a representative level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

Cincinnati Public Schools is an equal opportunity employer and is subject to federal regulations pertaining to employment. The district has a continuing non-discrimination policy which prohibits discrimination on the basis of race, color, sex, age, religion, national origin, disability, sexual orientation, or veteran status. We hire only United States citizens and aliens lawfully authorized to work in the United States.

CINCINNATI PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER