



Houston Independent School District

Job Description

POSITION TITLE: Deputy Chief Operating Officer		CONTRACT LENGTH: 12M
DATE: 01/11/2023		DATE OF LAST REVISION: 01/11/2023
JOB CODE: 30013049	PAY RANGE: \$200,000 - \$235,000	FLSA EXEMPTION STATUS: E
Job Family – Operations		

JOB SUMMARY

The Deputy Chief Operating Officer (DCOO) will develop and implement a transformational set of services for the district that improves existing processes and systems. The DCOO will be responsible for identifying and executing best practices in transportation, facilities, nutrition, and maintenance that support the whole-scale systemic reform underway at Houston ISD.

Reporting to the Chief Operating Officer, the DCOO plays a key role in planning, coordinating, and implementing policies and initiatives related to facilities, transportation, and nutrition services. The Deputy Chief Operating Officer acts as a second-in-command, supporting the Chief Operating Officer in driving operational efficiency and ensuring a conducive environment for teaching and learning.

MAJOR DUTIES & RESPONSIBILITIES

	List most important duties first
1.	Strategic Collaboration: <ul style="list-style-type: none">Collaborate with the Chief Operating Officer and other district leaders to develop and implement strategic plans for non-instructional operations.Assist in aligning operational strategies with the overall educational goals and objectives of the district.
2.	Departmental Oversight: <ul style="list-style-type: none">Provide leadership and guidance to various operational departments, including facilities management, transportation, nutrition services, and related areas. Direct senior staff around problems, issues, program status, or activities.Ensure that each department operates efficiently and in accordance with district policies and regulatory requirements.
3.	Project Management: <ul style="list-style-type: none">Oversee and manage specific projects within the scope of non-instructional operations.Coordinate with department heads and project teams to ensure timely and successful project completion.
4.	Policy Development:



Houston Independent School District

Job Description

	<ul style="list-style-type: none">• Contribute to the development and implementation of policies and procedures related to non-instructional operations.• Ensure that policies align with best practices, regulations, and the district's mission.
5.	Budget Planning and Management: <ul style="list-style-type: none">• Collaborate with the COO in the development and management of budgets for non-instructional services.• Monitor departmental budgets, identify cost-saving opportunities, and ensure financial sustainability.
6.	Regulatory Compliance: <ul style="list-style-type: none">• Assist in ensuring compliance with local, state, and federal regulations related to facilities, transportation, nutrition services, and other operational areas.• Stay informed about changes in regulations and coordinate necessary adjustments.
7.	Staff Leadership and Development: <ul style="list-style-type: none">• Provide leadership and mentorship to department leaders within the Operations functional area.• Support professional development initiatives for staff to enhance their skills and knowledge.
8.	Community Engagement: <ul style="list-style-type: none">• Represent the district in community engagements related to non-instructional operations.• Communicate effectively with parents, community members, and other stakeholders.
9.	Data Analysis and Reporting: <ul style="list-style-type: none">• Analyze data related to non-instructional operations to identify trends, assess performance, and make informed recommendations.• Prepare reports for district leadership and the school board on the status of operational initiatives.
10.	Perform other job-related duties as assigned.

EDUCATION

Bachelor's Degree in Business, Supply Chain Management, Operations Management, Finance, or related field; Master's Degree preferred.

WORK EXPERIENCE

Minimum of 5 years of operations experience in a leadership role, preferably within the public education or corporate sector.

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Microsoft Office

Office equipment (e.g., computer, copier)

LEADERSHIP RESPONSIBILITIES

Strategic oversight for multiple departments and/or a major division or for the entire district. Provides strategic direction and develops long-range plans which impact multiple departments or divisions. Using in-depth knowledge of multiple disciplines, identifies and evaluates high-impact issues, and provides strategy and direction to a major functional area or multiple departments. Establishes



Houston Independent School District

Job Description

programs and policies, and ensures integration of operational objectives across multiple, major departments, program areas and possibly district wide.

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice, and feedback.

BUDGET AUTHORITY

Participates in a group plan and/or budget development.

PROBLEM SOLVING

Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS

Decisions have considerable impact to multiple divisions or the district causing risks or improvements to relationships, significant efficiencies, or delays in operations, and/or significant financial gains or expenses. Errors are serious and difficult to discover, normally involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.

COMMUNICATION/INTERACTIONS

Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management.

CUSTOMER RELATIONSHIPS

Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor and becomes involved in the customer's decision-making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards.

WORKING/ENVIRONMENTAL CONDITIONS

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Ability to carry and/or lift less than 45 pounds.