



## Houston Independent School District

### *Job Description*

<b>POSITION TITLE:</b> Chief Operating Officer		<b>CONTRACT LENGTH:</b> 12M
<b>DATE:</b> 01/11/2024		<b>DATE OF LAST REVISION:</b> 01/11/2024
<b>JOB CODE:</b> 30001055	<b>PAY GRADE:</b> B \$215,000 to \$255,000	<b>FLSA EXEMPTION STATUS:</b> E
<b>Job Family – Operations</b>		

#### **JOB SUMMARY**

The Chief Operating Officer (COO) will develop and implement a transformational set of services for the district that improves existing processes and systems. The COO 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 Finance and Operations Officer, the COO will incorporate district-level goals into operational objectives, ensuring that students arrive at school and school activities safely and on time; receive nutritious meals; and attend school in an environment that is safe, clean, and conducive to learning.

#### **MAJOR DUTIES & RESPONSIBILITIES**

	List most important duties first
1.	<b>Construction and Facilities Management:</b> <ul style="list-style-type: none"><li>• Develop and implement a strategic plan for construction and facilities management aligned with the district's goals.</li><li>• Collaborate with educational leaders to ensure facilities support evolving instructional needs.</li><li>• Oversee the planning, design, and execution of construction and renovation projects.</li><li>• Coordinate with architects, contractors, and other stakeholders to ensure projects are completed on time and within budget.</li><li>• Negotiate and manage contracts, monitoring performance and adherence to contractual obligations.</li><li>• Develop and implement preventive maintenance programs for all district facilities.</li><li>• Ensure efficient operation of heating, ventilations, air conditioning (HVAC), electrical, plumbing, and other systems.</li><li>• Develop and manage budgets for construction projects and facilities maintenance.</li></ul>
2.	<b>Transportation:</b> <ul style="list-style-type: none"><li>• Develop and implement a strategic plan for student transportation services aligned with the district's educational goals.</li><li>• Collaborate with educational leaders to ensure transportation supports evolving instructional needs.</li></ul>



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#### MAJOR DUTIES & RESPONSIBILITIES

	<ul style="list-style-type: none"><li>• Ensure there is proper maintenance, repair, and replacement of the district's transportation fleet, including buses and other vehicles.</li><li>• Implement a preventive maintenance program to ensure the safety and reliability of the transportation fleet.</li><li>• Oversee the development and optimization of efficient bus routes and schedules to maximize the use of resources and minimize transportation time for students.</li><li>• Ensure that routes are designed to accommodate changing student populations and demographics.</li><li>• Ensure and enforce safety protocols for student transportation in compliance with local, state and federal regulations.</li><li>• Ensure ongoing training for bus drivers and transportation staff on safety procedures and best practices.</li></ul>
3.	<b>Nutrition Services:</b> <ul style="list-style-type: none"><li>• Develop and implement a strategic plan for the district's nutrition services, aligned with education goals and health standards.</li><li>• Collaborate with senior leadership to integrate nutrition initiatives into broader district strategies.</li><li>• Oversee the development of nutritious and appealing school menus that meet federal, state, and local nutritional standards.</li><li>• Ensure compliance with regulations and guidelines related to school meal programs.</li><li>• Ensure the effectiveness of the day-to-day operations of the nutrition services department, including meal preparation, distribution, and financial management.</li><li>• Ensure efficient processes are in place to maximize the effectiveness of nutrition programs.</li><li>• Stay informed about dietary trends, nutritional research, and industry best practices.</li><li>• Introduce innovative and culturally-sensitive food options to enhance student satisfaction and nutrition.</li><li>• Build and maintain partnerships with vendors and organizations to enhance sourcing of fresh, local, and sustainable food.</li><li>• Collaborate with external partners to implement wellness initiatives and programs.</li><li>• Use data to assess the impact of nutrition programs on student health and academic performance.</li></ul>
4.	<b>Budget and Resource Allocations:</b> <ul style="list-style-type: none"><li>• Develop and manage budgets for non-instructional services, ensuring financial sustainability and adherence to fiscal policies.</li><li>• Allocate resources effectively to support the district's operational needs.</li><li>• Identify opportunities for cost savings without compromising the quality of operational services</li></ul>
5.	<b>Compliance and Regulations:</b> <ul style="list-style-type: none"><li>• Ensure compliance with all applicable regulations, including those related to meal program eligibility, food safety, and nutritional content.</li><li>• Ensure compliance with local, state, and federal regulations related to building codes, accessibility and safety.</li><li>• Stay up-to-date on changes in regulations that impact construction and facilities management.</li></ul>



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MAJOR DUTIES & RESPONSIBILITIES	
	<ul style="list-style-type: none"><li>• Ensure compliance with all applicable regulations related to student transportation, including driver qualifications, vehicle inspections and safety standards.</li><li>• Stay informed about changes in transportation regulations and implement necessary adjustments.</li></ul>
6.	<b>Vendor Management:</b> <ul style="list-style-type: none"><li>• Negotiate contracts and management relationships with vendors, providing services related to facilities, transportation, and nutrition services.</li><li>• Ensure cost-effectiveness and quality of services provided by external partners.</li></ul>
7.	<b>Collaboration with Educational Leadership:</b> <ul style="list-style-type: none"><li>• Work closely with academic leaders to align operation support services with the educational mission and goals of the district.</li><li>• Collaborate on initiatives that integrate instructional and operational functions.</li></ul>
8.	<b>Community Engagement:</b> <ul style="list-style-type: none"><li>• Communicate with parents, community members, and other stakeholders regarding operational matters.</li><li>• Promote awareness of and participation in school nutrition programs.</li><li>• Solicit feedback from the community to address concerns and improve the overall transportation experience for students.</li><li>• Engage the community in discussions about facilities planning and other relevant issues.</li></ul>
9.	<b>Continuous Improvement:</b> <ul style="list-style-type: none"><li>• Implement continuous improvement processes to enhance operational efficiency and effectiveness.</li><li>• Use data and feedback to identify areas for improvement and implement best practices.</li></ul>
10.	Advise the Superintendent of Schools in meetings with business professionals, the community, and business and political entities regarding District Operations functions.
11.	Perform other job-related duties as assigned.



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#### **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 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 highly complex and broad in scope covering several departments/divisions across HISD.

Policy, procedures, and precedent are created and approved by this position. Supervision received typically consists of providing periodic coaching, advice, and feedback.

#### **BUDGET AUTHORITY**

Approves budgets.

#### **PROBLEM SOLVING**

Greater latitude and discretion are warranted in making decisions, which affect major areas of HISD and possibly the organization's public image. The job is constantly expected to apply creative solutions to complex problems and develop new ideas and concepts. Reviews and approves decisions and/or recommendations that may have a significant impact on the entire organization.

#### **IMPACT OF DECISIONS**

Decisions have a major impact to multiple divisions or the organization and may impact the general direction of HISD. Errors may cause continuous adverse influence on the future operations of the organization, in matters involving important customer commitments, organizational liability, and other matters which may appreciably affect future costs.

#### **COMMUNICATION/INTERACTIONS**

Oversee and direct - serves as one of the organization's senior level spokespersons in area of expertise, defines and champions change initiatives, organizational strategies, services, policies, and practices.

Interactions are typically with Top Management, the Board, and community and business leaders.

#### **CUSTOMER RELATIONSHIPS**

Anticipates customer needs, identifies, and champions opportunities for the development and implementation of new services and methods to meet or exceed customer needs. Establishes customer service standards and feedback mechanisms across departments.

#### **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 15 pounds.