### NOTICE OF VACANCY
Birmingham City Schools
http://www.bhamcityschools.org/Page/238

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>REPORTS TO:</th>
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<tbody>
<tr>
<td>Chief Operations Officer</td>
<td>Superintendent</td>
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<table>
<thead>
<tr>
<th>WORK DAYS:</th>
<th>SALARY:</th>
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<tbody>
<tr>
<td>240 Days 12 Months</td>
<td>Schedule 64 Level 8 $128,048 - $162,040</td>
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<tr>
<th>LOCATION:</th>
<th>FLSA Status:</th>
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<tr>
<td>Central Office</td>
<td>EXEMPT</td>
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**JOB DESCRIPTION:**
The Chief Operations Officer provides:
- Strategic vision - understands the big picture; sets short and long-term goals to align with the district's vision.
- Management and organizational ability - able to manage appropriate steps to get projects completed; able to organize people and projects effectively.
- Organizational savvy - understands how organizations operate; predicts problems; quick learner in understanding the culture of the district and community.
- Interpersonal confidence - has strong interpersonal skills; can effectively communicate with and relate to all levels within and outside the organization; creates and builds positive and productive relationships.
- Adaptability - responds quickly and effectively to changing trends and circumstances; embraces change and welcomes fresh perspectives.
- Written communication - writes clearly and in an organized manner; effectively manages informal and formal communication.
- Integrity and values - communicates honestly at all levels of the organization. Catalyzing the work of others - initiates and builds up the efforts of staff and others to move the district forward.

**DUTIES AND RESPONSIBILITIES:**
- Oversee the following district services including Transportation, Child Nutrition Program, School Safety/Security, Capital Projects, Facilities Management, Technology and Athletics.
- Coordinate the development and administration of both short-range and long-range programs.
- Collaborate with the appropriate personnel to identify school district needs using demographic studies, evaluation of historical data, and curriculum plans.
- Works with the appropriate parties, as assigned, to prepare an annual, financially feasible school budget plan for Board review and approval.
- Coordinate the program outlay budget; administer distribution of funds for each department and monitor progress and accountability of assigned programs and services.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- Prepare or oversee the preparation of all required reports and maintain appropriate records.
- Provide leadership and direction for assigned areas(s) of responsibility.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Keep the Superintendent informed, through appropriate channels, of potential problems or unusual events.
- Collaborates with representatives of local, state and federal agencies to monitor and audit state and federal grant funds, district funds, and student activity/auxiliary funds.
- Collaborates with district departments and programs to determine long-term financial needs and district policy.
- Recommend board policy to the superintendent related to information involving specified departments.
- Perform other duties/tasks consistent with the goals and objectives of this position, as assigned by the superintendent.
QUALIFICATIONS:

A Master's Degree or higher required from an accredited Institution.

3-5 years of successful administration preferred.

Expert knowledge of administrative computer applications with hands on large scale project implementation experience.

Experience with Maintenance, Facilities and Capital Projects.

Knowledge of personnel evaluation protocol and other personnel procedures.

Ability to plan, organize and prioritize. Ability to communicate and work cooperatively with a variety of audiences.

Ability to analyze, interpret, and use data in decision-making. Ability to provide leadership to assigned personnel.

Ability to be flexible, handle a variety of tasks and manage multiple tasks. Such alternatives to the above qualifications as the Board may require.

Experience gained in the private employment sector may be considered.

APPLICATION REQUIREMENTS:

- Completed Application (Teach in Alabama)
- Resume (uploaded to application)
- Three (3) returned References (Teach in Alabama)

*PLEASE ENSURE ALL INFORMATION IS CURRENT WITHIN A 6 MONTH PERIOD*

PHYSICAL REQUIREMENTS:

Physical strength, mobility, dexterity, stamina, and acuity are required to perform job responsibilities.

REVISED: February 2020

Please Note: All candidates must submit to a background check. Employment is contingent upon candidate meeting suitability criteria as established by Alabama State Department of Education. The Birmingham Board of Education does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. Birmingham Board of Education is required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.