**Position Title:** Chief of Operations

**Reports To:** Director of Schools

**Location:**

Achievement School District (ASD)

Memphis, TN

**Position Description:**

The essential function of the position with the organization is to provide coordination and leadership in the development, implementation, and evaluation of a variety of services for the Achievement School District, with an emphasis on ensuring effective operations of the District. The position is responsible for coordinating assigned programs and services, ensuring District compliance with all applicable state and federal laws, and performing related work as assigned. The position develops and implements programs within organizational policies, reports major activities to District administrators through conferences, meetings, and reports.

The Chief Operating Officer will hold a critical senior leadership position in the district and will manage the following functional areas: talent acquisition, liaising with facilities managers and surrounding districts, nutrition and transportation. The COO will be responsible for supporting the Achievement School District in reaching its ambitious goals, which include improving student academic achievement through a focus on ensuring facilities are operating as they should, reducing its fixed costs and mitigating liabilities; aligning district resources to the organizational priorities and improving operational support for schools. The person in this position develops and implements programs within organizational policies, reports major activities to District administrators through conferences, meetings, and reports.This is an outstanding opportunity for an executive with experience managing many facets of public school organization during a period of significant change.

**Specific Position Responsibilities:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

* Ensures the district is operating within federal and state compliance guidelines
* Leads all District Operations
* Works directly with the District’s fiscal team to maintain
* Serves as the District Transportation Director for the Achievement Schools, directly, and the Portfolio of schools indirectly
* Serves as the District Nutrition Director
* Work with contracted building maintenance company to ensure schools operate properly
* Manage procurement for the Achievement Schools
* Secures and processes MOUs with District partners as needed
* Ensures the District is compliant with state/federal Safety requirements
* Work with Federal Programs to ensure compliance with federal and state guidelines
* ASD Point person for Consolidated Planning & Monitoring requirements, monitoring visits and Corrective Actions
* Create/adapt the District Policy Manual to address the Achievement Schools and the Portfolio
* Create and distribute necessary handbooks and policy manuals in collaboration with the director of schools
* Serves as one of the District Point persons for ePlan access, various funding and planning

Applications

* Responsible for timely and effective problem solving of non-instructional school issues directly or through the navigation of central office (i.e. parent/community concerns, facilities issues, human resource/staffing concerns, etc.)
* Identifies and utilizes a user-friendly, accessible data system to log and track concerns and efforts to resolve issues over time (FreshDesk)

• Conducts regular and purposeful data conversations in collaboration with other chiefs to identify opportunities to improve service to schools

• Works collaboratively to ensure alignment with other district customer service efforts

• Directs and administers the delivery of innovative turnaround strategies that are non-instructional to increase student achievement.

• Directs and assists in the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned service, activities, and operations; provides for appropriate research and compiles reports, as needed.

• Acts as the District’s point person for school transitions into and out of the District

* Ensures proper documentation of District inventory – specifically in the Achievement Schools

• Performs related responsibilities as required or directed.

**Additional Requirements**:

* Ability to have difficult conversations with important stakeholders
* Ability to organize and prioritize work and meet deadlines
* Effective verbal, written, public speaking, and interpersonal skills
* Self-starter who is comfortable with ambiguity and multi-tasking
* Ability to manage multiple divergent streams of work across multiple levels of the organization and external parties
* Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint
* May periodically be required to travel locally and domestically to attend meetings, trainings, seminars, etc.

**Qualifications:**

Successful candidate will exhibit the following:

* Excellence
* Optimism
* Sound Judgment
* Courage
* Teamwork
* Strong Organizational Skills
* Effective Communication Skills

**Education and Experience:**

Bachelor’s degree in Business Administration, Business Operations, Management or a related field from an accredited university or equivalent work experience. Master’s Degree preferred.

**Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](http://www.tn.gov/hr/topic/benefits) is included.

**To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to [lori.bell@tn.gov](mailto:lori.bell@tn.gov).

*Pursuant to the State of Tennessee’s Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State’s policy to provide an environment free of discrimination and harassment of an individual because of that person’s race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran’s status or any other category protected by state and/or federal civil rights laws.*