



FALLS CHURCH CITY
PUBLIC SCHOOLS

EMPLOYMENT OPPORTUNITY

School Year 2017 - 2018

Chief Operating Officer (COO)

Falls Church City Public Schools is seeking qualified applicants for the position of **Chief Operating Officer (COO)**. As a member of the senior leadership team the COO reports to the school superintendent. The Chief Operating Officer manages the business operations of Falls Church City Public Schools (FCCPS) by providing management oversight to, and ensuring accountability of, budget and finance, human resources, facilities, transportation, food services, day care, and information technology.

Applicants must possess comprehensive knowledge of principles, practices, and procedures relating to school division operations; ability to communicate effectively; any combination of education and experience equivalent to a master's degree in management, business, or public administration.

Interested applicants should submit an online application along with supporting documentation at www.fccps.org/jobs.

ESSENTIAL DUTIES

- Manages the business operations of FCCPS, not limited to the departments of human resources, financial services, facilities and transportation services, food services, day care, and information technology;
- Serves as a member of the Division Superintendent's Leadership Team to actively participate in divisionwide planning, implementation and evaluation;
- Engages in short- and long-term planning with the directors of budget and finance, human resources, facilities, transportation, food services, day care, and information technology;
- Directs all functions and services consistent with school division goals and budget and ensures compliance with applicable federal and state regulations and laws;
- Works to oversee the development of the division budget and ensures adherence to its provisions once approved by the School Board;
- Seeks and implements innovative and adaptive solutions to operational challenges;
- Continually informs the Division Superintendent and the School Board about all current issues and proposed resolutions;
- Responsible for the development, refinement and implementation of the division's crisis management plan;
- Coordinates response to school emergencies;
- Keeps current with the latest operational trends and research as it relates to education;
- Coordinates with the chief academic officer, and other Leadership Team members to provide effective support to

the schools and departments;

- Provides counsel and direction to principals and program managers on support issues; and serves as primary liaison with federal, state, and city government officials.
- Receives broad supervision from the Division Superintendent.
- Oversees the recruitment, selection, assignment, supervision of directors.
- Provides input into the Division Superintendent's evaluation of the same.

EDUCATION AND EXPERIENCE/SKILLS

- Any combination of education and experience equivalent to a master's degree in management, business, or public administration,
- Plus ten years of progressively more responsible experience in fiscal and operational management, some of which shall have been in an educational setting.
- Comprehensive knowledge of principles, practices, and procedures relating to facilities, transportation, food services, budget and finance, human resources, information technology, and school operations;
- Ability to establish goals, objectives, and action plans;
- Ability to manage, motivate, lead, and challenge a team;
- Ability to communicate effectively, both orally and in writing;
- Ability to manage and supervise personnel;

Ability to establish and maintain effective working relationships with the multiplicity of constituencies served by the division, the School Board, and federal, state, and city officials