

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Chief Operating Officer</b>
<b>Department:</b>	<b>Business</b>
<b>Reports to:</b>	<b>Superintendent of Schools</b>
<b>Supervises:</b>	<b>Controller, Department Supervisors</b>

### Description of job:

#### Summary of Responsibilities:

Overall responsibility for all administrative services in the North Kingstown School Department. Responsibilities include preparation and administration of the school committee budget; complete accountability for the financial accounting for the general and school fund; transportation; food service; payroll; maintenance of buildings and grounds and human resources. Serves as School Department Risk Manager in all insurance matters including coordination of insurance risks with the Interlocal Trust.

#### Essential Functions:

1. Prepares and administers the preliminary school department budget and oversees the completion of the final school committee annual budget.
2. Oversees the auditing of the annual budget by independent, federal and state auditors.
3. Prepares all necessary financial reports for all applicable federal and state agencies.
4. Directly supervises the daily operations of the transportation department, payroll function, food service operation, benefits coordination, maintenance, and buildings and grounds and human resources.
5. Provides oversight and monitoring of all business office functions through the office of the school department controller. Functions include all revenue funds, fixed assets inventory, purchasing, accounts payable, accounts receivable, benefits, and bus contractors' payroll.
6. Serves as chief spokesperson for the bus contractors' contract. Participates on the contract negotiating teams for the certificated personnel and support personnel and coordinates proposals and contract changes with legal counsel.
7. Serves as School Department Risk Manager in all insurance matters including coordination of insurance risks with the Interlocal Trust. Oversees and administers all insurance contracts and applications with the Interlocal Trust.
8. Serves as lead school department employee working with NK School Facilities Subcommittee responsible for the construction and/or modernization and renovation of school department buildings.
9. Prepares and administers School Department Capital Improvement Plan and is responsible for all RIDE reporting requirements relative to the capital needs of the District.
10. Prepares projected year end revenue and expense reports for school committee on a monthly basis.
11. Interfaces with all departments and schools to ensure accurate projections and reporting of revenues and expenditures.

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12. Develops policies and procedures as necessary to support the operations of the Administrative Services function.
13. Attends twice monthly School Committee meetings, budget meetings, budget workshops and other meetings as requested by the Superintendent of Schools. Oversees preparation and finalization of all agenda and back up documentation for these meetings.
14. Other duties and responsibilities as required by the Superintendent of Schools.

<b>Protective Personal Equipment:</b>		n/a			
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light: X</b>	<b>Medium:</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
<b>Driving Requirements:</b>	None:	Manual: own vehicle	Automatic: own vehicle		

Work Environment	
<b>Floor Surface:</b>	Tile and/or carpet
<b>Inside:</b>	Up to 100%
<b>Lighting:</b>	Fluorescent or Incandescent
<b>Vibration:</b>	n/a

### PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

CARRYING						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 20 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
100 + lbs.	X					

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ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				X	
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal				X	
Grasping			X		
Pinching			X		
Manual Dexterity			X		
Fine Dexterity			X		

**FREQUENCY KEY:** Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience:

Bachelor degree or an advanced degree in business administration from an accredited or approved institution or a bachelor degree in another area with a minimum of 24 credits in business to include at least 9 credits in accounting, 3 credits in finance, 3 credits in management and 9 credits in at least two of the following areas: marketing, law, human resources, school finance, school plant planning or information systems. Three (3) years of documented professional experience in financial management or in school business operations. RI School Business Administrator certification.

### License/Certificate/Certification:

RI Department of Education Certification: School Business Administrator

### Technological and/or Technical Skills:

Skilled in using MS Office: Word, Excel, Access, Power Point, and MUNIS

### Communication Skills:

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Strong oral and written communications skills. Demonstrable presentation and platform skills.

### Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

### Interpersonal and Problem solving skills:

Demonstrable ability to effectively handle complex district wide issues utilizing a problem solving approach.  
Capability of responding simultaneously to a variety of requests from school committee members, administrators, staff, public agencies, parents and the community (multi-tasking).

Capable of working collegially with all levels of administration and staff.

### Terms of Employment:

Per contract

### Evaluation:

Per GCB

**Date: July 2016**