



Bend-La Pine Schools is committed to the principle of equity. Equity supersedes the notion of equality, where all are treated the same. Pursuing equity requires the removal of barriers and the promotion of inclusive practices so that all students fully benefit. The principle of equity will inform all BLS policies, regulations, programs, operations, practices, and resource allocations.

Studies have shown that some individuals (women and people of color, for example) are less likely to apply for jobs unless they believe they meet every single qualification in a job description. Our goal is to find the best candidate for the position, and we acknowledge that that candidate may be an individual from a less traditional background. We encourage you to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure whether you meet the qualifications of a position, or how this would be determined, please feel free to contact Human Resources to discuss your application.

**Position Title:** Chief Operations Officer  
**Department:** Operations  
**Reports To:** Superintendent  
**Annual Salary Range:** \$161,119 - \$165,743 based on 2023 - 2024 salary schedule

### **APPLICATION INSTRUCTIONS**

**Interested candidates must submit a cover letter, professional resume, and three letters of recommendation by Sunday, May 26, 2024.**

**For questions regarding the opening or the application process, please contact Ryan Kelling, Director of Recruitment and Retention for Bend-La Pine Schools [ryan.kelling@bend.k12.or.us](mailto:ryan.kelling@bend.k12.or.us)**

### **JOB DEFINITION:**

The Chief Operations Officer (COO) holds a critical leadership role within our public school district and is responsible for overseeing the operational functions essential to the smooth and efficient functioning of our educational institution. Reporting directly to the Superintendent, the COO provides strategic direction and operational oversight for key areas, including Facilities & Maintenance, Custodial Services, Transportation, and Information Technology (IT). With a focus on operational excellence and service delivery, the COO plays a central role in supporting the district's mission of providing a safe, healthy, and conducive learning environment for all students and staff. The Chief Operations Officer role requires a blend of specialized knowledge, technical skills, and interpersonal abilities essential for effective operational leadership in the public education sector. A successful COO will possess expertise in facilities management, custodial services, transportation, and information technology, coupled with strategic vision, leadership acumen, and a commitment to service excellence, safety, and continuous improvement.

### **ESSENTIAL JOB FUNCTIONS:**

- **Operational Strategy:** Develop and implement operational strategies aligned with the district's mission and goals, focusing on enhancing efficiency, effectiveness, and service delivery across all operational areas.
- **Strategic Leadership:** Collaborate with the Superintendent and executive leadership to develop, implement, and evaluate the district's strategic plan, ensuring alignment with district goals and priorities.
- **Resource Management:** Optimize the allocation of resources, including personnel, budgetary allocations, and facilities, to support operational priorities and meet the needs of students, staff, and stakeholders.

- **Quality Assurance:** Establish and maintain standards of excellence for operational services, ensuring compliance with regulatory requirements, industry best practices, and district policies.
- **Stakeholder Engagement:** Collaborate with internal and external stakeholders, including district leadership, staff, community members, and vendors, to solicit input, address concerns, and foster partnerships that support operational objectives.
- **Continuous Improvement:** Drive a culture of continuous improvement and innovation within operational departments, encouraging staff to identify opportunities for efficiency gains, cost savings, and service enhancements.
- **Financial Planning and Budgeting:** Develop, implement, and monitor annual operating budgets in alignment with the district's strategic objectives. Provide guidance and support to departments in budget preparation and expenditure control.
- **Risk Management and Compliance:** Mitigate financial risks by ensuring compliance with local, state, and federal regulations, as well as internal policies and procedures. Oversee internal controls and audits to safeguard district assets and maintain financial integrity.
- **Resource Allocation and Procurement:** Optimize resource allocation by identifying cost-saving opportunities and efficient utilization of funds. Manage procurement processes to ensure transparency, fairness, and value for money.
- **Analytical and Problem-Solving Skills:** Strong analytical skills with attention to detail and the ability to analyze complex financial data, identify trends, and make data-driven decisions. Proven ability to solve problems creatively and adapt to changing circumstances.
- **Data Analysis and Assessment:** Possess a deep understanding of data analysis methodologies, including the collection, interpretation, and utilization of data for decision-making. Implement data-driven strategies to evaluate the effectiveness of educational programs and ensure accountability for results.
- **Strategic Thinking:** Strategic mindset with the capacity to anticipate future trends, identify risks and opportunities, and formulate proactive solutions. Ability to translate strategic goals into actionable plans and measurable outcomes.
- **Leadership and Collaboration:** Strong leadership skills with the ability to inspire and motivate teams towards common goals. Proven track record of building effective relationships and collaborating with internal and external stakeholders.
- **Communication and Transparency:** Excellent communication skills, both verbal and written, with the ability to convey complex financial information clearly and concisely to diverse audiences. Commitment to transparency, accountability, and ethical conduct.
- **Policy Formulation:** Assist in the formulation of policies for consideration by the Board of Directors, including the revising of existing policies.
- **Professional Development:** Proactively support the professional growth of district staff by promoting comprehensive training programs, mentorship opportunities, and performance supervision and evaluation systems. Ensure that professional development initiatives align with district goals and meet the evolving needs of educators.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge**

- **Equity and Inclusivity:** Knowledge of strategies to promote equity and inclusivity in educational programs, policies, practices, and services, including an understanding of systemic inequities and methods for addressing them.
- **Operational Management:** Comprehensive understanding of operational management principles, including facilities management, custodial services, transportation, and information technology.
- **Data Analysis:** Proficiency in data analysis and educational assessment methods to make informed decisions and drive improvements, particularly with a focus on identifying and addressing disparities in access and/or outcomes.
- **Regulatory Compliance:** Knowledge of regulatory requirements and industry standards governing operational areas, including safety regulations, food service guidelines, and technology standards.
- **Resource Allocation:** Familiarity with budgeting processes, resource allocation strategies, and financial management principles relevant to operational planning and decision-making.

- **Stakeholder Engagement:** Understanding of effective communication strategies and stakeholder engagement techniques to build collaborative relationships and garner support for operational initiatives.

## **Skills and Abilities**

- **Strategic Planning:** Proven ability to think strategically and develop long-term financial plans aligned with organizational goals and priorities. Skill in translating strategic objectives into actionable financial strategies, performance metrics, and resource allocation priorities.
- **Leadership and Collaboration:** Strong leadership skills with the capacity to inspire, motivate, and lead multidisciplinary teams towards common objectives. Demonstrated ability to foster a collaborative work environment, build consensus among stakeholders, and effectively communicate complex concepts to diverse audiences.
- **Analytical Thinking:** Proficiency in utilizing quantitative and qualitative analysis techniques to establish and manage priorities, solve problems, make data-driven decisions, and optimize financial performance.
- **Communication and Transparency:** Excellent verbal and written communication skills, with the ability to convey complex financial information clearly and persuasively to diverse stakeholders. Commitment to transparency, openness, and ethical conduct in all financial dealings, fostering trust and accountability within the organization.
- **Change Management:** Skill in leading change management efforts, overcoming resistance, and promoting a culture of continuous improvement and agility.
- **Conflict Resolution:** Proficiency in conflict resolution techniques, negotiation strategies, and consensus-building approaches to address disagreements and resolve financial disputes effectively.
- **Problem-Solving:** Capacity to anticipate potential issues, mitigate risks, and address emergent financial issues in a timely and effective manner.
- **Cultural Competence:** Sensitivity to cultural differences, diversity, and inclusion issues, with a commitment to promoting equity and cultural competence in financial decision-making processes. Ability to recognize and address systemic biases, advocate for marginalized groups, and ensure equitable access to financial resources and opportunities.
- **Professional Development:** Ability to design and implement evidence-based professional development programs and mentorship initiatives for district staff.

## **Minimum Qualifications:**

- Bachelor's Degree in Business Administration, Public Administration, Education Leadership, or related area
- Minimum of five years' progressively responsible experience in operations management and leadership, including experience overseeing facilities, support services, and/or technology infrastructure
- Proven experience in applying an equity lens to educational programs and services
- Strong knowledge of regulatory requirements and best practices in areas such as facilities management, food service, data security, and operational safety.
- Excellent communication skills, with the ability to effectively communicate with diverse stakeholders and build collaborative relationships.

## **Preferred Qualifications:**

- Bilingual Spanish
- Master's Degree in Business Administration, Public Administration, Education Leadership, or related area
- Experience in a leadership role supervising site-level and district-level administrators
- Experience overseeing capital improvement projects
- Evidence and references demonstrating leadership in fostering trusting relationships

- Experience implementing innovative solutions and leading organizational change initiatives to enhance operational efficiency and effectiveness.

### **NATURE OF WORK:**

The Chief Operations Officer completes a diverse set of responsibilities, including office work, strategic committee participation, school site visits, and participation in School Board meetings. This position requires flexibility, as it may entail evening and weekend work as needed, particularly for district events and meetings.

Furthermore, the role involves travel to various school sites within the district, as well as attendance at community events to engage with local stakeholders, and may involve travel throughout the state to represent the district in an official capacity, working closely with state educational bodies and other educational institutions to further the district's mission and objectives.

### **Expectations of Professional Conduct**

Employees of Bend-La Pine Schools are expected to adhere to all Bend-La Pine Schools policies and regulations, ensuring compliance with established procedures and expectations. They are to prioritize the well-being of students, aligning their conduct with the core values of public education and the mission, vision, and goals of Bend-La Pine Schools. This entails maintaining consistent and punctual attendance while adhering to site and/or district protocols for reporting absences.

Professionalism extends to personal presentation, with employees expected to maintain attire and grooming appropriate to their roles. While carrying out everyday tasks independently, it's essential to maintain professionalism in how you communicate, both verbally and nonverbally, with students, parents/guardians, the public, and colleagues. This includes valuing and respecting cultural and background differences. Employees of Bend-La Pine Schools are entrusted with fostering a respectful working and learning environment, upholding confidentiality regarding student, staff, and district information at all times.

### **Benefits Information:**

Bend-La Pine Schools provides its employees with a range of competitive and comprehensive benefits including medical, dental, vision, prescription coverage, life and disability insurance, an employee assistance program, options to enroll in employee funded 403(b) and/or 457(d) retirement savings plan, and various leave and professional development programs.

Bend-La Pine contributes the required 6% of employees' annual salary on a pre-tax basis to the Public Employees Retirement System (PERS/OPSRP) on the employee's behalf.

There is a travel/cell phone stipend provided to the employee in this position.

To learn more about the additional benefits or compensation options available for each employee group, please visit [our website](#).

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*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the Chief Operations Office.*

*The individual in this role may be required to perform other related duties as assigned by the Superintendent or designated leadership. The job description serves as a guideline for the primary functions and responsibilities, but the Chief Operations Officer is expected to be flexible and responsive to the evolving needs of the organization. Duties and responsibilities may change to meet the goals and objectives of the district.*