



Position Description: Chief Operations Officer
State Code/Title: 0112– School Business Administrator
Position Type: School Business Administrator
Date Posted:
Closing Date:
Location: Central Services
Date Available:

Who We Are:

The Montclair Public School District is dedicated to creating a culture of learning and continuous improvement that provides every child with a high quality, rich, and rigorous education, through a magnet system of integrated schools in which every school represents a strong, diverse, and vibrant community of learners. Montclair Public Schools is committed to recruiting and retaining high quality staff who will cultivate and support our students to become high academic achievers, curious and creative thinkers, and socially adept young people who are prepared for college and careers of the 21st century.

Why We Do This Work:

The mission of the Division of Operations is to support the educational goals of the Montclair Public Schools by providing quality services and assistance to students, schools, parents and employees through the effective and efficient management of resources in all areas of school district operations. Built into the mission of the Division of Operations is a commitment to MPS educational leaders to minimize the time and energy they are required to devote to activities and functions outside of teaching and learning, while partnering with them to provide the best possible learning environment for every student.

What We Need:

School systems are complex public enterprises with a broad cross-section of responsibilities across departments. To maximize resources and support the core mission of the district, strong operations and refined process management are essential. Montclair Public Schools seeks to develop a service driven central office, where principals are provided with consistent, reliable, and efficient administrative services. The Chief Operations Officer will lead the design and delivery of best-in-class support services to teachers, principals and schools while building an operating platform that empowers all district staff to maximize time spent on the core work of the district – teaching and learning. This role will be responsible for operational performance through oversight of budget development and management, facilities, security, transportation, information technology, compliance, general school operations, and legal supports.

Essential Duties and Responsibilities:

- Coach functional teams in designing and implementing the systems, processes, and services that support schools and programs in delivery of high quality instruction
- Collaborate with senior leadership to ensure alignment of shared services with overall organizational goals and the day to day needs and realities of schools
- Responsible and accountable for delivering exceptional service to schools across functions and maintaining effective relationships and communication channels with teachers and principals
- Collaborate with legal counsel to manage and mitigate legal exposure
- Ensure compliance with city, state, and federal laws and regulatory mandates
- Coordination of all food service functions including the execution of food service contracts and school related functions
- Coordination of all transportation services functions including execution of contracts, routing and scheduling
- Codify operational processes and execute process management strategies to streamline burdensome processes across departments on behalf of principals and school based staff



- Oversee the administration of all functions and matters associated with school and district safety including the district's comprehensive emergency management plan and collaboration with local departments, community agencies, and business partners in developing intervention and preventive strategies for student safety
- Own the development of a district wide master facilities plan that provides short and long term objectives to create buildings and infrastructure necessary for a 21st century learning environment
- Strategically and periodically evaluate district operations; identify opportunities for greater effectiveness, efficiency, and cost savings

Qualifications:

- Commitment to education and dedication to the Montclair Public Schools' Mission and Vision demonstrating the belief that all children, regardless of circumstances, can achieve at high levels
- Demonstrated passion and belief that all students can achieve success through education
- Capability to work independently, develop strategies, and build alliances to reach stated professional development goals
- Strong written, oral communication, and public speaking skills
- Excellent inter-personal skills and ability to work cooperatively with different types of personalities
- Demonstrated ability to multitask effectively and prioritize strategically
- Openness to feedback and willingness to take personal responsibility
- A track record of distinguished success in educational and organizational leadership.
- Experience in teaching and leading adults in a school-based setting
- Valid New Jersey School Administrator Certificate or eligibility
- Central office, school administration and teaching experience as determined by the board
- Demonstrated success with curriculum, personnel management, school finance and strategic planning
- Strong leadership and communication skills
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
- Vision and courage to ensure all students achieve at high levels
- Demonstrated ability to develop and effectively manage a budget process that aligns strategically with the district's mission and goals
- Unwavering commitment to service of schools
- Demonstrated ability to develop, implement and manage business systems and processes to support schools
- Exceptional verbal and written communication skills
- Strong organizational skills and attention to detail, with a demonstrated ability to work independently in a fast paced environment, lead projects, meet multiple concurrent deadlines and organize time and priorities
- Commitment to building capacity internally through staff development
- Relentless results---orientation and determination to provide efficient processes to enhance the work of teaching and learning
- Significant team management experience, including experience supporting and coaching top performers and developing other managers
- Highly proficient with information technology, both hardware and software
- Highly proficient in district-wide software implementation cycles

Educational Background and Work Experience:

- Master's Degree or higher from a regionally accredited college of university or possession of a Certified Public Accountant license; MBA preferred
- NJBA certification or requisite qualifications to become certified
- Strong knowledge of systems and operational change management
- Acumen for strategic allocation and reallocation of resources
- Experience building and scaling operations



- Strong financial fluency; demonstrated ability to specify the financial analyses required to support strategic decision-making and use financial indicators to manage organizational performance
- Strong data fluency; demonstrated ability to lead teams and organizations in designing and implementing strong data-driven cultures and the systems, processes, and tools required to support them
- Demonstrated ability to build consensus, facilitate collaboration and problem-solving and manage conflict among varied stakeholders
- Ability to clearly define strategic issues and make tough decisions in the face of ambiguity and incomplete information
- Strong organizational skills and attention to detail, with a demonstrated ability to work independently in a fast-paced environment, lead multiple projects, continuously prioritize, and manage a deluge of tasks, deadlines, requirements, and decisions.
- Exceptional verbal and written communication skills
- Strong interpersonal skills that contribute to a collegial working environment, and a unwavering passion and commitment to impacting student outcomes

Compensation: \$150,000 - \$160,000

Terms of Employment: Twelve months. Serves in accordance with the terms of the contract.

Revised: 11/2013, 3/2013