

Title: Chief Operating Officer
Organizational Unit: Chief Operating Office
Bargaining Unit: Exempt
Work Year: 12 months
Position Code: CHLOO
PCN: CHL

Job Summary

The Chief Operating Officer (COO) leads and oversees the support service departments of the Anchorage School District. The COO leads district support services in providing excellent resources and skills in order to fulfill the district's mission to educate all students for success in life. The COO advises on strategic and operational issues, provides direct leadership and ensures employee professional development and well-being, and is responsible for the proper performance of department budgets and contracts. The position has a retirement association with the Public Employees' Retirement System (PERS).

Job Requirements

The following are required:

1. A bachelor's degree in business administration, public administration, or a related field.
2. A minimum of five years of senior management experience.

The following are preferred:

1. A master's degree.
2. Ten years of progressively more responsible management experience in organizational support systems for a medium to large organization.
3. Experience and/or knowledge in all areas of support services functions.

Essential Job Functions

1. Leads, oversees, and manages all aspects of support service functions including Student Nutrition, Capital Construction and Renovations, Facilities Maintenance, Custodial Operations, Vehicle Maintenance, Security and Emergency Management, Transportation, Community Services/Rentals, Health Services, and Risk Management.
2. Provides strategic direction and leadership on issues affecting the support services area.
3. Serves as principal advisor to the superintendent on support services and related matters.
4. Meets with school principals to understand how to provide the best resources for school needs.
5. Interacts with, coordinates, and presents to the Anchorage School Board, advisory committees, Anchorage Assembly, Anchorage Police Department, Anchorage Fire Department, Anchorage Health Department, State of Alaska, federal agencies, and the legislature.
6. Integrates the activities of support services in collaboration with instructional departments, Human Resources, Finance, and Information Technology to ensure responsive, efficient, and effective service to the Anchorage School District.
7. Interacts with and coordinates with senior military leaders and agencies on Joint Base Elmendorf-Richardson.
8. Makes routine employment decisions by setting goals, monitoring performance, and taking appropriate follow-up action.
9. Participates in the development of related budgets. Manages and controls expenses accordingly.

Physical /Mental Demands

The physical demands of this job require frequent standing, walking, sitting, speaking and hearing. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing less than 40 lbs. Additionally, the employee must be able to understand vague and implicit instructions, be able to readily recall facts and details, handle conflict and make effective decisions under pressure. The employee must have the ability to effectively manage the stress of working with students, parents, and other employees representing diverse cultures, personalities, and work styles in a dynamic work environment.

The Anchorage School District is committed to providing reasonable accommodations, according to applicable state and federal laws, to all individuals with a qualified physical or mental disability.

Work Environment

Work is performed in a professional environment with a wide variety of individuals having differing functions, personalities and abilities, including working with diverse groups of people in a variety of different settings.

While performing the duties of this job the employee may be regularly exposed to a video display. The employee may be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Additional Job Information

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job related duties as requested by any person authorized to give instructions or assignments.

Anchorage School District (ASD) employees must possess the ability to read and write in English. This also includes the ability to communicate in English with school staff, co-workers, and the public; as well as have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

Offers of employment are contingent upon completion of a satisfactory criminal background check. For certificated positions, this is in addition to the background check conducted through the certification process with the Alaska State Department of Education and Early Development (DEED).

This position may be required to work in ASD facilities on the military installations (JBER). Please visit the government [REAL ID website](#) for additional information.

The Anchorage School District is an equal employment opportunity employer.