

**MUSTANG PUBLIC SCHOOLS**  
**MUSTANG, OKLAHOMA**

<b>TITLE:</b>	Chief Operations Officer
<b>QUALIFICATIONS:</b>	Job experience in a related field; Administration experience preferred
<b>REPORTS TO:</b>	Deputy Superintendent of Schools

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and evaluates the Director of Custodial, Director of Maintenance, Director of Transportation, and Director of Bonds/Construction and all support employees under operations department.
2. Attends board meetings and prepares such reports for the Board as the Superintendent may request.
3. Assists the Deputy Superintendent in development and implementation of school programs and community events.
4. Assists in the selection and assignment of support staff and others as directed by Deputy Superintendent.
5. Assists other administrators in dealing with in-district support personnel matters.
6. Maintains effective coordination with schools regarding transportation and maintenance services.
7. Develops and maintains a total operations plan and budget to include both preventative maintenance and long range planning.
8. Maintains confidentiality.
9. Abides by all district, state and federal laws, policies and procedures.
10. Performs other duties as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:**

Number of days and compensation based on Board approved administrative salary schedule and the employee work calendars.

**EVALUATION:**

Job performance will be evaluated annually by the Deputy Superintendent.

**PHYSICAL DEMANDS:**

Ability to stand, walk, squat frequently.

Ability to lift up to 20 pounds frequently.

Ability to do outside duties in inclement weather.

Ability to walk or move long distances from location to location around the building multiple times each day.

Adopted: 12-13-04

Revised: 12-08-08

Revised: 8-24-10

Revised: 12-8-14