

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN # 20-21-306
JUNE 2021**

**CHIEF OPERATIONS OFFICER
(INTERIM)**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

Interim Chief Operations Officer

APPLICATION:

Candidates must complete an application available through the Human Resources Tab www.poughkeepsieschools.org

QUALIFICATIONS:

Candidates must possess a minimum of a Master's degree and New York State School Business Administrator (SBA), School District Business Leader (SDBL), School District Administrator (SDA), or School District Leader (SDL), certificate by the time of appointment. Candidates must have a minimum of five (5) years of successful experience in school district finance and business operations. Candidates with prior urban public school experience are encouraged to apply.

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

Under the direction of the Superintendent, the Chief Operations Officer (COO) assumes a key leadership role in managing operational financial and strategic aspects of the District. The COO will be responsible for enhancing the internal organization processes and infrastructure of the District. This work in the operational aspects of the District will include scaling the organization, creating a culture of high performance, and ensuring the organization's long-term sustainability.

The successful candidate for this position is a strategic and critical business and organizational thinker, with an understanding of school district operations, and commitment to the mission of The Poughkeepsie City School District. S/he holds a record of successful managerial leadership, experience in a broad range of complex business matters including regulatory compliance, financial management, facilities management, transportation, food services, and human resources, and a proven ability to both listen to and communicate well.

RESPONSIBILITIES:

The duties of the Chief Operations Officer include, but are not exclusively limited to, the following:

- Collaborate with the Superintendent to ensure that the operations, business, and financial objectives of the District are met in an efficient, effective, and timely manner. Ensure timely regulatory reporting to the SED and other agencies in the operational areas of finance, transportation, food service, and buildings and grounds.

- Work with the Superintendent and other members of the executive team in the preparation of the annual budget for review and approval by the Board of Education. Provide the leadership to right-size resources within the instructional and operational units. Review the mandatory building-by-building level allocation methodologies and reporting; and provide leadership as necessary.

- Monitor actual expenditures vs. budget to ensure the budget accurately reflects the costs of operational units, financial projections are current, and cash flow is properly managed.

- Collaborate with operational unit managers to review goals, ensuring that they are aligned with the District's mission and goals.

- Develop and identify professional development for operational unit managers to support individuals in building the skill set necessary to successfully perform their job responsibilities.

- Identify best practices and streamline internal systems to optimize operational efficiencies across offices within operational units.

- Monitor the recruitment, retention, and succession planning processes in operations areas to increase workforce effectiveness and efficiency.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be scheduled where appropriate.

EFFECTIVE DATE: As soon as practicable

SALARY: TBD

FINAL DATE FOR FILING: Open until filled

SEND RESUME, APPLICATION OR: LETTER OF INTEREST TO:

hroffice@poughkeepsieschools.org

Dr. Timothy Wade

Assistant Superintendent of Administrative Services

18 South Perry St.

Poughkeepsie, NY 12603



Internal applicants may apply with only a letter of interest including permission for the screening committee coordinator to review their personnel files. They are also welcome to submit any additional documentation to support their candidacy. The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.