

**TITLE: Chief Operations Officer**

- QUALIFICATIONS:**
1. Master's Degree from an accredited university or college.
  2. Valid Alabama certificate in Educational Leadership, administration, and/or supervision.
  3. Minimum of three (3) years successful administrator experience.
  4. Such alternatives to the above qualifications as the Board may require.

**REPORTS TO:** Superintendent

**SUPERVISES:** Assigned Staff

**JOB GOAL:**

- To provide leadership and direction for school system programs designated to provide students with educational opportunities.

**JOB DUTIES:**

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Oversees the Implementations and evaluations of the Early Warning and Attendance Programs/Policy for ACS.
3. Oversees the liaison between ACS and organizations (Department of Human Resources, Juvenile Court, and other local/state agencies) in the development/implementation of Attendance Programs/Policy.
4. Supervises and directs the ACS Attendance Officer and school administrators/counselors in the coordination and implementation of Attendance Programs/Procedures for ACS.
5. Assists in the development and implementation of the computerized attendance accounting.
6. Attends board meetings and prepares reports as directed.
7. Oversees and provide excellent transportation services to ensure safe delivery to all Albertville City students to and from school and school related events and activities.
8. Assists supervisors and school system administrators in the diagnosis, prevention, and correction of transportation problems and unsafe conditions.
9. Assists with the efficiency and safety of all school bus routes.
10. Oversees the Hearing Officer in Disciplinary Tribunal Hearings.
11. Oversees the facilitation and guidance of who serves on Disciplinary Tribunal Hearings.
12. Oversees the school safety officer for ACS.
13. Oversees the annual development/review of student code of conduct.
14. Oversees and directs ACS students with alternative education placements.
15. Assists supervisors and school system administrators with daily maintenance/cleaning/sanitizing within the school system.
16. Coordinates school safety plans in order to fulfill both state and federal requirements.
17. Maintains professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development.**
18. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
19. Provide student support and ensure coordination of student services.
20. Performs other duties as may be assigned.

