

## Job Description

<b>Job Classification:</b>	Classified
<b>Position Title:</b>	Chief Operations Officer
<b>Position Assignment:</b>	COO
<b>Work Calendar:</b>	Executive
<b>Exempt/Non-Exempt Designation:</b>	Exempt
<b>Pay Schedule:</b>	Executive Salary Schedule
<b>Pay Type:</b>	Salary
<b>Pay Method:</b>	Monthly
<b>Benefit Structure:</b>	\$15,000 Total Employer Contribution
<b>Reports To:</b>	Encore Board of Directors

**Job Purpose:**

The purpose of this job is to oversee all aspects of a multi campus charter school operation and work with experts in each independent department to make the overall success of Encore High Schools a reality. The focus of the Operations Officer is on facilities, safety, communication, and parent interaction.

**Duties:**

The Chief Operations Officer (CEO) works at direction of the Board of Directors and oversees the operational areas of Encore Education Corporation. The COO is responsible for facilities, safety, and parent updates.

- Accept leadership accountability for continuous improvement and implementation of the mission, vision, goals, values, and policies of the corporation and its public charter schools.
- Represent and communicate on behalf of the corporation and its schools at authorizing agencies, local school districts, local and state government agencies, and business partners, as directed by the Board.
- Maintain a visible and accessible presence to the schools' families and the local communities.
- Ensure legal and ethical integrity in the corporation.
- Supervise and direct the day-to-day security, safety, and facilities pieces.
- Execute all decisions approved by the Board.
- Understand that authority resides with the Board, corporate bylaws, Articles of Incorporation, charter agreements, state and federal law.
- Other related duties as assigned.

Skills/Qualifications:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrate ability to achieve high performance goals and meet deadlines in a fast paced environment

*All job descriptions are meant as a guideline. Actual job duties can be revised with or without written notification and are subject to change. Encore Education Corporation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), ethnic group identification, age, mental and physical disability, marital status, sexual orientation, or military status, or genetic information in any of its activities or operations. The perception of one or more of such characteristics: or association with a person or group with one or more of these actual or perceived characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Encore Education Corporation is an equal opportunity employer.*



## Job Description

*Please attach appropriate salary schedule and work calendar to this job description. All three documents should be given to employee at time of notice of employment with a copy of training schedule and the current adopted Employee Handbook.*