



## Littleton Elementary School District #65 Position Description

**TITLE: Chief Administrator - Operations**

**CLASSIFICATION: Exempt**

**REPORTS TO: Superintendent**

**GENERAL STATEMENT OF RESPONSIBILITIES:** To function as part of the District Executive Team; to communicate with the Superintendent and Governing Board on an ongoing basis; to assist in the strategic planning of the District; to assume the Superintendent responsibilities in the Superintendent's absence; to represent the District as administrative leader in legal and procedural issues; to provide leadership and supervision of all operational programs as assigned; and to assist in planning for District growth.

**SUPERVISES:** All employees assigned to the Departments/Sites of the position.

**MINIMUM QUALIFICATIONS:** College Degree in Business, Accounting or Education required. Master's Degree preferred. A minimum of three years prior experience in the area of supervision and management. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**DUTIES:** See Addenda for Specific Assignment(s)

**KNOWLEDGE AND SKILLS REQUIRED:**

- Knowledge of Local, State and Federal Policies, laws and regulations governing public education
- Knowledge of District policies and procedures
- Knowledge of curriculum development and alignment, staff development, community relations, school facilities, school reform processes, administrative leadership and personnel management
- Knowledge of school administration, school law, finance, facilities, procurement, planning, operational principles and techniques
- Knowledge of short/long term planning as it relates to a growing district
- Knowledge of computer spreadsheet and database software applications
- Knowledge of general office processes and procedures
- Skill in public relations and customer service
- Skill in problem solving and conflict resolution
- Skill in establishing and maintaining effective relationships with co-workers and others
- Skill in managing and directing others
- Skill in analyzing, planning, organizing and administering programs
- Skill in maintaining confidentiality of District issues
- Skill in researching, collecting and analyzing data and preparing reports

**PHYSICAL REQUIREMENTS:** Positions in this class typically require: use of hands, talking, hearing, seeing and repetitive motions. Exerting up to 10 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision abilities required by this job include close vision as to read handwritten or typed materials and the ability to adjust focus. Jobs are sedentary work involves sitting a portion of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. The position requires the individual to meet multiple demands from several people and interact with public and staff.



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**TERMS OF EMPLOYMENT:**

Twelve months per year. Salary, work year and benefits to be established by the Board.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_