

Lowell Public Schools
Lowell, Massachusetts

CHIEF OPERATING OFFICER

ABOUT LOWELL PUBLIC SCHOOLS:

The Lowell Public Schools (LPS) is one of the largest districts in Massachusetts, currently enrolling more than 14,150 students in grades PreK-12. LPS has a dedicated school community committed to serving our students and families. The Lowell Public School System provides an inspiring, engaging and empowering education by creating the “Pillars of Urban Excellence” to support and drive its vision:

- The Limitless Potential of all Teachers and Students
- School Cultures that are Welcoming, Respectful, Safe, and Healthy
- Collaborative, Professional Growth of Educators Throughout their Careers
- Partnerships with Schools, Families, and the Community
- Equity and Transparency in all our Actions and Interactions

Our school traditions and activities are enjoyed not only by our students, but by the community as well. Our Students enjoy: Field Trips, Celebrations, Student Assemblies, Science Fair, Reading and Writing Events, Family Nights, Special Recognition Events, Civic and Social Justice Activities, Knowledge Bowl, Athletic Activities, Extended Day Programs and more. We provide many parent/guardian engagement activities and meetings. We encourage parents/guardians to participate.

Overview:

Job Goal

The Chief Operating Officer (COO) reports directly to the Superintendent and is responsible for aligning all aspects of the district’s operational portfolio, including Human Resources, Facilities, Food Service, Transportation, Emergency Management and Safety and Security. The COO works closely within the Office of Finance and Operations to ensure expert oversight of the district’s business functions to seamlessly deliver related services to schools, enabling school leaders to focus their time on supporting teaching and learning in the classroom.

PERFORMANCE RESPONSIBILITIES:

Role as a Member of the Superintendent's Executive Cabinet

- Keeps the Superintendent informed on issues and needs of all school and non-school sites in the areas of direct oversight.
- Offers professional advice to the Superintendent on items requiring action, with appropriate recommendations based on thorough study and analysis.
- Interprets, supports and carries out the intent of all Lowell School Committee policies and procedures.
- Attends and presents at meetings as necessary (including School Committee, city or DESE related).

Specific Programmatic Responsibilities

- Acts as the district's Chief Human Resources Officer to fulfill the district's strategic talent management and acquisition priorities, including but not limited to the development of a Diversity, Equity and Inclusion Plan that is able to attract, recruit, hire, develop and retain high performing teams who are responsive to the varying needs of a diverse and multicultural student population and their families.
- Serves as the district's primary point of contact with the city on all major capital projects.
- Provides strategic oversight in the areas of facilities and transportation to ensure maximum cost efficiencies and optimal service delivery.
- Oversees the district's emergency management and response functions.
- Ensures that every school facility is safe and welcoming through coordination of all security functions and alignment of those functions with the district's core commitment to social-emotional learning.

Other Responsibilities

- Ensure compliance guidance with FMLA, Small Necessities Leave Act, ADA, EEO, FLSA and MGL's. Remains current with upcoming legislative changes.
- Develop evaluation tools and policies for all employees with emphasis on those that are currently not in place.
- Responsible for reporting data pertaining to each area of responsibility to various audiences.
- Oversight of HR functions including unemployment hearings, civil rights compliance, CORIs, workman compensation claims, etc.
- Assist in Collective Bargaining, investigations and other high-level HR functions.
- Responsible for extensive participation in labor relations including maintaining dialogue with collective bargaining units, grievances, arbitration, negotiations and communications between the District and the collective bargaining units.
- Assist and support all personnel having current and accurate job descriptions

- Additional duties as assigned by the Superintendent.

PROFESSIONAL QUALIFICATIONS:

- Applicant must possess an advanced degree from an accredited college or university in education administration, business administration, personnel management or other related discipline.
- 10+ years rising experience in one of the following required: school administration, personnel/human resources management, public or business administration.
- Applicant must have strong organizational and consulting skills for communicating effectively with members of the internal and external school community, including those from varied racial, ethnic, cultural and linguistic backgrounds.
- Applicant must have the ability to speak and write with precision and accuracy in order to communicate effectively.
- Applicant must have experience in data management and statistical analysis.
- Applicant must have demonstrated ability to make decisions in a fast-paced environment.

REPORTS TO: Superintendent of Schools

EFFECTIVE DATE OF EMPLOYMENT: Negotiated upon hire

TERMS OF EMPLOYMENT: Twelve month position

SALARY: In the range of \$150,000 commensurate with educational level and experience

The posting of this position will be effective as TBD Applications will only be received through the Lowell Public Schools Personnel Office website, via the on-line application system.

<http://www.lowell.k12.ma.us> Lowell Public Schools

Office of Personnel & Recruitment
155 Merrimack Street