



Chief of School Operations (INTERNAL APPLICANTS ONLY)

JobID: 6036

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Position Type:
Executive Management

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Date Posted:
7/2/2025

Location:
Central Office

Chief of School Operations

Job Description

REPORTS TO: Superintendent of Schools

SUPERVISES: Certified staff at Adult Education (Principal), Elm City Montessori School (Principal), Athletics (Athletic Director), Health and Wellness, Physical Education Department, and Student Transfers. Other supervisory duties as assigned at the direction of the Superintendent of Schools

POSITION SUMMARY:

The Chief of School Operations will hold a critical senior leadership position in the New Haven Public School District, providing oversight, leadership, and direction for the efficient operation and academic management of schools in accordance with Board policy and strategic initiatives. This position requires an instructional focus as well as a managerial lens. The Chief of School Operations will be responsible for supporting the New Haven Public School District in achieving its ambitious goals of aligning district resources with organizational priorities and enhancing operational support for schools. Additionally, the Chief of School Operations performs supervisory responsibilities for New Haven Public Schools departments. This is an outstanding opportunity for a district administrator with experience in managing various aspects of an urban public school organization during periods of significant change.

MINIMUM REQUIREMENTS:

- Master's degree in Education Leadership, business administration, public policy, or other similar fields.
- Must hold a 092, a 093 preferred
- At least five years of senior-level experience working directly with chief executive officers, superintendents, boards of directors, non-profits, or community representatives.
- At least 7 combined years of experience as a school administrator or district-level administrator.
- Evidence of successful experience leading significant change management efforts, preferably in urban public schools or municipalities.
- Evidence of successful administration experience in an urban school district or higher education institution.
- Demonstrates excellent execution and project management skills, including attention to detail, organizational skills, balancing the big picture with detailed steps to reach the end goal, and balancing multiple projects under tight deadlines.
- Strong verbal and written communication skills
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RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

The Chief of School Operations' responsibilities will include, but are not limited to, the following:

- Supervision of certified staff: Principal (Adult Ed), Principal (Elm City Montessori), Athletic Director, Career and Technical Education Lead Teachers
 - Leads, assists, and monitors the implementation of district initiatives and programs
 - Ensures that there is coherence with the strategic plan, school plan, student learning objectives, and performance goals
 - Leads, directs, and coordinates instructional supervision of Schools, Athletics, Health &Wellness, Career and Technical Education
- Conducts on-site observations of all schools to address issues that may impede student success.
- Advises and counsels the Superintendent regarding school operations.
 - Establishes and maintains effective systems and procedures to support the teaching and learning district operations.
 - Develops and maintains positive working relations with local, state, and federal government and community partners.
- Represents the Superintendent in functions, meetings, conferences, etc.
- Develops and organizes ongoing, long-range plans for programs for sites and buildings
- Conducts staff meetings, as needed, to interpret changes in Board policy or administrative procedures, discuss developments, and evaluate trends in education as they pertain to the areas of assigned responsibility.
- Works with the finance team to align district resources with the District's priorities.
- Takes on other tasks and responsibilities as assigned by the Superintendent.
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SALARY AND TERMS OF EMPLOYMENT: Executive Management and Confidential Employees; 12-month work year. Non-Bargaining Grid. Salary is commensurate with experience and is determined by individual employment contract.

EVALUATION: Evaluated annually by the Superintendent of Schools

NOTE: The above description outlines the principal duties and responsibilities of this position. However, the report shall not be construed as a complete listing of all duties or contracts. In all cases, these relationships, functions, and applications are subject to change by the Superintendent of Schools.

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