QUALIFICATIONS:

1. A Bachelor’s Degree and a minimum of 4 years demonstrated experience in successfully applying quality management, process improvement, and problem-solving tools and methodologies (i.e. – Lean/Six Sigma Black Belt certification, ISO 9000 or Baldrige certification) **OR**

2. A Master’s Degree and a minimum of 3 years demonstrated experience managing Continuous Improvement efforts **AND**

3. Demonstrated success in managing multiple tasks, projects and responsibilities;

4. Demonstrated skill in oral and written communication;

5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

JOB GOAL:

Through interaction, research, planning, training and delivery of Operational Excellence initiatives, the Coordinator of Operational Excellence is jointly responsible for the continuous improvement of work processes across District business operations. The incumbent will work to develop and measure key performance indicators, identify opportunities for improvement, project planning, designing processes, and monitor new processes to ensure they work as intended.

REPORTS TO:

Chief Operating Officer (COO)

SUPERVISES:

Assigned Staff

PERFORMANCE RESPONSIBILITIES:

1. Coordinates and supports the work of individuals, managers, and teams within and across functions to address priority issues, as identified by the Chief Operating Officer.
2. Participates in planning activities throughout DCS to identify critical projects and processes, which would benefit from improvement.

3. Implements, coordinates, and monitors Continuous Improvement projects to support and improve operational processes within the District.

4. Designs and supports systems for department strategic plans.

5. Develops, measures and reports on program improvements through cost savings, cost avoidance and risk reduction measures.

6. Provides leadership and guidance in the implementation and improvement of system process improvement efforts.

7. Leads, coaches, and instructs process owners and teams in defining, documenting, measuring, analyzing, improving, and controlling business processes.

8. Acts as the District’s authority relating to Operational Excellence/process management.

9. Provides on-going counsel and guidance regarding key processes and metrics.

10. Undertakes projects, programs and initiatives when identified as scalable and repeatable best demonstrated practices that adhere to current operational focus items.

11. Advises the Superintendent, Treasurer, and Chief Operating Officer relative to technical elements of alterations to existing facilities.


13. Communicates effectively with the Dublin City School System administration and the community.

14. Other duties as assigned by the Superintendent or his/her designee.

**CONDUCT:**

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

**TERMS OF EMPLOYMENT:**

Per the Dublin City Schools Administrative Compensation and Fringe Benefits Package.
Salary: As approved by the Board of Education - Level 10

The Dublin City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.

Adopted 10/12/15