



## Joey Hassell, Superintendent

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Job Title: Chief of Operations & Special Projects (Conditions for Learning)  
Reports To: Superintendent  
Contract: 12 Months

### Overview:

The Chief of Operations & Special Projects will be a results-driven self-starter who plays a key role in Haywood County Schools' present and future success in order to drive improved student results, including growth and achievement, college and career readiness, and closing the achievement gap. Specifically, the Chief of Operations & Special Projects will work to support the Superintendent and the Cabinet in these key areas:

- To serve as the Superintendent's liaison in monitoring and facilitating the progress of staff-led projects and initiatives, and in being attuned to the concerns and positions of community individuals and groups relative to district activities and plans. This position will work to ensure that conditions for learning exist so faculty, staff, and students can be successful.
- To serve as a highly effective communicator and leader who takes responsibility for complex short-term assignments and intervenes by means of strategic problem solving.

### Essential Functions:

- Manage special assignments on a short-term basis and provide effective intervention in complex situations. Initiate and lead interdepartmental teams in analyzing specific issues or problems and in developing strategies and recommendations to effectively address them.
- Serve as a key member of the Superintendent's executive cabinet.
- Provide leadership and support to the facilities, maintenance, transportation executive director and the informational technology director to ensure that the district's strategic goals and objectives are met and that projects are carried out in a timely way.
- Assess and manage sensitive issues relative to operations, technology, and special projects that arise in the rapidly changing environment of the Superintendent's Office where improper handling could have serious consequences for the school district.
- Perform other duties as determined by the Superintendent.

### Required Knowledge, Skills and Abilities

- Ability to manage and complete projects with attention to detail, demonstrating strong organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.
- Ability to actively listen to others, build consensus and resolve conflicts.
- Ability to motivate, inspire and move others into action to achieve assigned goals.
- Knowledge of public meetings and records law and how the school board, superintendent and staff interact to achieve short and long-term District goals.



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- Ability to build and maintain strong relationships.
- Ability to work successfully alone or on a team.
- Ability to coach, coordinate, and lead teams.
- Ability to tailor a message for the audience, context, and mode of communication.
- Ability to establish clear expectations, deliverables and deadlines.
- Ability to set clear agendas and facilitate effective meetings.

Minimum Qualifications

Education:

- Master's Degree in Education, Business, or related field.