



Director of Operations Position Description

Overview

The Director of Operations is responsible for overseeing the functions and staff related to facility, school office, student records, food service, and operational compliance. This includes playing a critical role in the school's day-to-day operations. The proactive efforts of the Director of Operations should ensure that the school is operationally compliant and efficient. This position supervises the Operations Department and reports directly to the Head of School/CEO

Duties and Responsibilities:

- Supervise and support the Operations Department to ensure school compliance and optimal functioning of all operations and facility functions
- Secure and oversee contracts with key service providers (including but not limited to janitorial, technology, landscaping, HVAC, pest control services)
- Oversee the implementation of the school's Student Information Systems (MMS) to ensure that it includes accurate data with respect to daily attendance, student grades, student discipline, enrollment, withdrawal information, and PIMS reporting.
- Oversee the scheduling and administration of assessments for new students.
- Oversee effective implementation of the food service program.
- Ensure that the school's Student Information Systems (MMS) is functioning properly to support report card and interim reporting functions.
- Coordinate the completion of the Annual Charter School Report, the Comprehensive Report, School Improvement Plan and any other reports required by the state.
- Review child accounting and monthly invoices sent to school districts.
- Interface consistently with staff, students and families in a helpful and professional way.
- Facilitate truancy elimination meetings with parents and present on behalf of the school in truancy court proceedings.
- Coordinate development and management of the school website.
- Serve as the coordinator of Title I and Title IX efforts and the liaison for students who are homeless or in foster care.
- Attend Regular Administrative team meetings.
- Support Head of School and Grade Level Directors as required.
- Support the Board of Trustees as needed.
- Complete other duties as assigned by the Head of School / CEO.

Qualifications:

- Hold at least a Bachelor's Degree. Master's Degree preferred.
- At least 3 years of school operations/administrative/leadership experience
- Excellent computer literacy with proficiency using MS Word and MS Excel
- Strong initiative and sense of professional responsibility
- Ability to learn quickly, solve problems and exhibit outstanding organization
- Demonstrate strong written and oral communication skills
- Act 34, Act 151, Act 168 and FBI clearances

Compensation: Commensurate with experience