Job Description

Position: Director of Operations
The SEED Public Charter School of Washington, D.C.

Job Level: Administration
Reports to: Head of School
Directly Supervises: Operations Manager, Finance Manager, Human Resources Manager, Payroll Manager, Grants Manager, IT Manager, and Contractors (Security, Janitorial Services, and Dining Hall Services).

About SEED:
The mission of SEED Schools is to provide students with a rigorous, college preparatory, boarding school model that prepares them for success in college and careers.

The SEED Public Charter School of Washington D.C. (SEED DC) opened in 1998 as the nation’s first urban public college preparatory boarding school. SEED DC empowers roughly 250 students in Grades 9-12 to achieve their full potential through our 24-hour learning environment. All SEED students live on campus between Sunday evenings and Friday afternoons.

Our innovative model integrates a rigorous academic program with a nurturing boarding program that develops the whole child. This boarding school model provides a comprehensive solution to the challenges facing urban youth and serves as a prototype for expansion nationwide. Our model has proven successful: over 90 percent of SEED graduates have been accepted to four-year colleges and universities throughout the country and over 60 percent remain enrolled in college or have already earned college degrees.

More information can be found on the school’s website: www.seedschooldc.org

Essential Duties & Responsibilities:
- Assist in the completion of the school’s annual reports and in the charter renewal process.
- Oversee site management and development.
- Ensure that the school site is maintained as a safe and clean environment as reflected throughout the facility grounds and classrooms.
- Recruit, hire, and train administrative, operations personnel, and contractors in coordination with the Head of School (HOS)—including annual performance evaluation of administrative & operations personnel.
- Develop recommendations regarding human resources policies and reporting such recommendations to the HOS.
- Develop and maintain the school’s operational plan.
- Supervise and support all compliance-related reporting.
- Oversee operations in a manner consistent with all applicable local, State and Federal statutes and in compliance with the organization’s by-laws, policies and procedures.
- Oversee and implement the school’s procurement process.
- Carry out bookkeeping functions with support from the contracted financial consultant as necessary.
- Lead overall operational and administrative and ongoing operations for The SEED Public Charter School of Washington, D.C, which include directly managing services in each of the following areas: campus operations and facilities, human resources, finance, payroll, legal and regulatory, IT, and development.
- Work in partnership with the Head of School to support all aspects of the school with effective operational and administrative services and a strong client service ethic to support all students and faculty.
- Lead all financial, budget and planning activities including create financial reports, establish business policies and accounting practices, and lead and support the school budgeting process.
- Maintain a safe, secure, healthy and positive environment for all students and staff, including maintenance of all facilities, equipment and grounds on the campus, security, dining services and cleaning services, transportation, campus procurement and service contracts, and safety and emergency planning.
- Manage and oversee the HR function including recruitment, hiring and compensation, benefits administration and oversight, regulatory oversight and compliance, and staff training and retention.
- Liaison with and prepare reports to meet regulatory requirements required by The Public Charter School Board, OSSE, federal and state law, and other internal and external reporting that may be required.
• Work closely with the Head of School regarding reports to and meetings with the Board of Trustees and its committees to implement policies.
• Work with the Admissions team to ensure proper revenue and enrollment planning, compliance and reporting.
• Work with the grants manager to support fundraising efforts across the campus
• Oversee risk management and legal activities including letters of agreement, contracts, leases and other legal documents and agreements.
• Implement and lead a continuous quality improvement process throughout the program and service areas, focusing on systems and process improvements.
• Reside off-campus but respond to/support emergency situations with staff as necessary (i.e. inclement weather, power outages and/or facility emergencies).
• Performing other tasks consistent with the goals and objectives of this position.
• Other duties as assigned.

Qualifications:
• Master’s degree from an accredited university, preferred in finance, education, policy/government, or management.
• Minimum of 3 to 5 years of school administration, staff supervisory, and budgetary management experience required.
• Prior experience overseeing school operations or school director of operations.
• Experience leading in a fast-paced environment; adaptable when managing multiple, shifting priorities; ease at managing competing demands and determining priorities independently.
• Outstanding organizational skills, attention to detail and ability to work under pressure and manage projects with a high degree of accuracy and limited direction.
• Excellent verbal and written communication skills; able to communicate complex ideas simply and succinctly.
• Strong computer and technology skills; proficiency in Microsoft Word and Excel, familiarity with Google docs, and interest in and ability to learn new platforms.
• Strong judgment and collaborative decision-making skills.
• Experience in bookkeeping and the use of accounting software
• Knowledge of relevant laws, regulations and charter authorizer requirements.
• Team-player capable of working both collaboratively and independently.
• Customer focused approach, interpersonal flexibility and ability to multi-task.
• Self-starter and demonstrated resourcefulness.
• Strong organizational skills and attention to detail.
• Demonstrated willingness to be held accountable for student results;

The SEED Public Charter School of Washington, D.C. is committed to the letter and spirit of equality. It does not discriminate on the basis of race, color, religion, gender, sexual orientation, or national and ethnic origin in hiring and employment, nor in the administration of its educational policies, admissions policies, scholarship, and other programs.

Compensation & Benefits:
Compensation will be commensurate with experience. SEED DC offers a competitive benefits package, including health, vision, dental insurance and a 403(b) retirement program.

Interested candidates should send a cover letter (salary requirements included) and resume to: hrseed@seedschooldc.org.

*NOTE: On Sept. 20, 2021, Mayor Muriel Bowser signed Mayor’s Order 2021-109 requiring that by Nov. 1, 2021 all adults who are regularly in schools in the District must have received a full course of vaccination against COVID-19. This Order does not permit a test-out option for individuals unless they have been granted a medical or religious exemption. More information can be found here.