

# School Operations Manager

## **Responsibilities:**

### *Operational Functions:*

- Responsible for site level procurement of supplies, materials, equipment, and inventory management.
- Local manager for transportation, foodservices, facilities maintenance, security and other third party service contracts, ensuring ongoing monitoring and implementation of contracts.
- Manage all aspects of free and reduced lunch program/process, including managing the entire application process.
- Coordinate technology implementation (planning, procurement, and training).
- Implement enrollment campaign for students (e.g., new students, intent to attend, waiting lists) including engagement in local marketing initiatives, demographic analysis, coordination with local/regional communications specialists.
- Oversee enrollment at school site and, as required, lead the enrollment process by working with the school leadership, secretaries, teachers and central enrollment department/advertising to meet enrollment targets.
- Work with school personnel to maintain integrity and accuracy of student records, including maintenance and tracking of attendance and retention.
- Work with school staff to manage reporting and data tracking for all special education programs.
- Prepare reports on site operations.
- Support all operational and logistical projects for start-up operations.
- Respond to and resolve routine internal and external inquiries with parents, employees and school organizations.

### *Financial Administration Functions:*

- Responsible for site level budget monitoring and management, with input into budget development.
- Review monthly financial reports and update monthly financial estimate templates.
- Coordinate with the grant writers for all federal, state, and local grant applications and reporting.
- Prepare drawdown requests for state funds.
- Manage and reconcile school's petty cash funds.
- Provide financial oversight, including invoice approval and developing the substitute teacher budget.
- Manage accounts payable and payroll processes.
- Oversee, in coordination with the controller, yearend audits as well as any site audits from state or federal agencies

### *Human Resource Management Functions:*

- Manage day to day activities of designated non-instructional staff.
- Cooperate with Human Resources Manager to implement policies and procedures at school (e.g., compensation, vacation/sick days; recruitment screening, background checks, etc.).
- Oversee the processing of all new hire paperwork.
- Maintain personnel files for all employees.
- Lead orientation for new hires.
- Lead annual performance reviews for non-instructional staff.

### **Qualifications:**

- **Education:** Bachelor's Degree in Business, Accounting or Finance.
- **Preferred skills and work experience:**
  - Demonstrated success in monitoring budgets of \$5 million.
  - Demonstrated success in managing contracts of up to \$500,000.
  - Experience working in education organizations.
  - Experience with staffing processes and general human resource procedures.
  - Operations and facilities management experience.
  - Knowledge of financial modeling (using Excel) and cost analysis techniques.
  - Experience in managing and enforcing service level agreements and contracts for outsourced services.
  - Demonstrated ability to manage staff of 5-10 exempt and nonexempt employees.
- Demonstrates persistence in overcoming and removing obstacles to goal achievement.
- Demonstrates a drive, commitment and sense of urgency that inspires others to achieve results.
- Implements and monitors relevant work procedures in line with defined standards.
- Proactively approaches others with a view to engaging in dialogue and building strong working relationships.
- Recognizes people who may be of critical importance to achievement of one's objectives and involves them to get their input.
- Requests input from others to work towards a more effective outcome.
- Holds employees/colleagues accountable for achieving results and publicly acknowledges effective performance.
- Likes to multitask.
- Demonstrates good judgment; approachable and professional; solid problem solving skills; self-motivated; well organized.