

## Charter School Operations Director

### **JOB DESCRIPTION:**

The Charter School Operations Director is responsible for planning, coordinating, and supervising the day-to-day business operations of a school office, and serves as administrative aide to the school principal, relieving him/her of administrative details.

### **PERFORMANCE RESPONSIBILITIES:**

1. Supervises the enrollment, transfer, discharge, and readmission process for students and the preparation of related records and files.
2. Supervises the preparation of student enrollment and attendance report.
3. Supervises the maintenance of student records, including assessment results, test scores, discipline citations, medical reports and records, and other documents.
4. Supervises student medication dispensation and injury reports.
5. Supervises Requisitions, receives, and distributes/stores classroom, school office and Work Room materials and supplies; maintains ongoing inventory; processes packing slips.
6. Prepares and processes field trip requests.
7. Maintains school web site.
8. Assists in writing, translating (if bilingual), publication, and distribution of weekly school newsletter.
9. Coordinates the development of, and prepares, school site General Fund and special projects budgets; prepares budget transfers as appropriate; monitors charter school budget.
10. Prepares and maintains purchase orders and other expense records; approves, logs, and monitors expenditures; reconciles site records with monthly District Office reports; resolves discrepancies; and ensures expenditures are within budget allowances for the month and year.
11. Secures childcare coverage for special events.
12. Prepares necessary forms for District Department of Human Resources to hire, upgrade, terminate or authorize special payments to staff.
13. Prepares yard supervision schedule.
14. Prepares certificated prep schedule.
15. Recruits appropriate prep teachers.
16. Prepares and communicates weekly memo to staff.
17. Organizes interview process for hiring certificated and classified staff.
18. Plans, assigns, trains, and evaluates classified staff in accordance with District standards, timelines, and procedures.
19. Processes, assigns, trains, and directs work of volunteers.

20. Plans and coordinates arrangements for school and community activities; acts as liaison between school and other schools, District Office, outside agencies, the parents, and the public at large.
21. Serves as the custodian of school office records.
22. Develops, implements, and monitors work practices, systems, and methods that are effective, efficient, and consistent with District standards, policies, and procedures.
23. Coordinates school principal's site master calendar of meetings and events.
24. In-services new staff on School and District policies and regulations as they apply to school site operations; standard school site rules and procedures; computer operation and software programs used at the school site; proper use of office equipment; and emergency procedures.
25. Arranges for conferences and travel of administrators and staff; prepares related purchase order or payment requisitions; and follows up with receipts, invoices, and expense claims.
26. Investigates circumstances of employee on-the-job injuries; prepares required documentation; and reports safety hazards to school principal and District Safety Officer.
27. Scrutinizes facility wear and tear and makes recommendations as to facility improvement (i.e., carpet replacement, exterior and interior paint, turf).
28. Promotes and maintains a positive and effective school climate by ensuring that all interactions with staff, students, parents, and the public at large are prompt, efficient, helpful and friendly.
29. Seeks out and participates in educational and professional development and motives and encourages such developments for school -classified employees.
30. Recognizes problems and impediments and reports them promptly with options for solutions to the site principal; promotes and assists with constructive resolutions.
31. Establishes and maintains professional and cooperative working relationships with all stakeholders: parents, students, staff, neighbors, and partners.
32. Monitors District and Special Projects accountability timelines and coordinates timely completion of administrative/clerical tasks.
33. Prepares annual performance audit in collaboration with school principal.
34. Monitors and analyzes student performance assessment data preparing reports as needed for various special projects (i.e., after school program, summer school).
35. Organizes summer school programs.
36. Prepares and processes facility use agreement forms using established District procedures.
37. Perform other duties as assigned by Charter School Principal.

## **QUALIFICATIONS**

Credential and/or License:

Education:

B.A. or B.S. degree required with course work in Business Administration, Organizational Management, or related discipline desired.

Experience:

Three years broad, varied and increasingly responsible experience with budgeting, computer information systems, and organizational procedures. Charter school experience desirable.

Knowledge and Abilities:

Knowledge of principles, methods and procedures, related to purchasing, operation, safety, computer networking programs, food service, budgeting and accounting, electronic data processing techniques and methods, purchasing and inventory control systems; Knowledge of principles, methods, techniques and strategies of organization, management and supervision; Knowledge of law, policies and regulations pertaining to youth and employee records; Ability to apply empirical principles and procedures in work performed; preparation of financial and statistical documents and reports; Analyze student achievement data, draw logical conclusions and prepare comprehensive reports; Establish and maintain cooperative relationships with all partners; Deal effectively and graciously with situations requiring tact and judgment; Exercise patience, common sense, and good humor to thrive within the pressures, competing priorities and demands of a school office environment.

### **EVALUATION:**

Performance of this job will be evaluated by the school principal in accordance with the District's policies and procedures.