# 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.