

**Prodeo Academy**  
**Operations Manager**  
**Position Description**

<b>Job Title</b>	Operations Manager
<b>Primary Purpose</b>	Manage large operations projects so that the instructional team can maintain a concentrated focus on teaching, student achievement, and maximize instructional time.
<b>Reports To</b>	Director of Operations

**Representative Responsibilities of this Position:**

- Oversee the use of the school's student information system to ensure that it includes accurate data with respect to attendance, grades, etc.
- Order and maintain all inventory for the school, ensuring that the school adheres to all regional policies with respect to inventory, asset allocation and asset tracking
- Oversee daily bus transportation including managing communication with the bus company.
- Manage and successfully complete compliance reporting to the local, state, and federal government.
- Support with administration of student testing
- Serve as point person with janitorial staff to ensure that the facility is well maintained and becomes a source of pride for our community
- Work with staff members to assist in the preparation for and running of school-wide events, including Family Chats, Orientation, and Parent Teacher Conferences, by ensuring that all set-up, coordination and breakdown is complete
- Serve as point person with janitorial staff to ensure that the facility is well maintained and becomes a source of pride for our community

**Qualifications:**

- Bachelor's degree in business or a related field.
- Experience working in or with elementary schools preferred
- At least 2 years' work experience
- Computer literacy: Highly proficient in Microsoft Excel, PowerPoint, and Word;

**Core Competencies:**

- Mission Focused
- Driven towards Excellence
- Resilient
- Influential
- Relationship Builder
- Organized & Planned
- Creative
- Constant Learner

**Knowledge & Skills:**

- High tolerance for ambiguity, changing work priorities and deadlines, and a willingness to take on responsibilities and to prioritize work on multiple projects;
- Highly detail-focused and results-oriented;
- Ability to communicate and interact effectively with multiple constituencies including parents, staff and students;

- Team-player attitude and strong customer-service orientation;
- Excellent organizational, planning, and implementation skills;
- Excellent written and verbal communication skills;
- Demonstrated initiative, leadership, and tenacity; and
- Passion for the Prodeo Academy mission
- Excellent organization and project management skills; ability to implement programs, manage details, and work independently; ability to develop, revise, and implement procedures and systems; and ability to manage multiple projects and set priorities accordingly
- Strong judgment and decision-making skills
- A passion for closing the Achievement Gap
- Dedication to helping children grow and learn