

Prodeo Academy
Director of Operations
Position Description

Prodeo Academy is a meaningful education solution that is closing the achievement gap through data driven instruction in a culture based on a foundation of five core values: Conscientiousness, Compassion, Knowledge, Integrity, and Respect. Shared expectations around these values enhance the opportunity for our scholars to reach their full potential. Our scholars average 1.5 years of growth per year. We are looking for team members committed to helping our scholars access greater opportunities, achieve future success, and contribute to the vitality of our community.

Job Title	Director of Operations
Primary Purpose	The Director of Operations leads operations for the school, managing all non-instructional functions, services, and staff so that the instructional team can maintain a concentrated focus on teaching, student achievement, and maximize instructional time. The DO ensures that the school is managed with operational excellence by creating, refining and implementing policies and systems while upholding the values of Prodeo Academy.

Reports To	Executive Director
Receives Direct Reports From	Office Administrator
Provides Work Direction To	Office Administrator, Teachers/Instructional Staff

VISION FOR POSITION

The Director of Operations is a senior leader at the school and serves as an integral part of the school's leadership team. The Director of Operations leads operations for the school, managing all non-instructional functions, services, and staff so that the instructional team can maintain a concentrated focus on teaching, student achievement, and maximize instructional time. The DO ensures that the school is managed with operational excellence by creating, refining and implementing policies and systems while upholding the values of Prodeo Academy. The DO works to create a culture of service and support. The DO partners with the school leadership team to develop a school-wide culture of respect and achievement and a team culture grounded in common goals, mutual respect, empathy towards others, and an appreciation of diversity. The DO is a critical thinker and innovative problem solver with a high level of emotional intelligence.

ESSENTIAL FUNCTIONS

The Director of Operations is an operational and strategic leader responsible for maintaining operational excellence. The actions of the DO must always be aligned with our mission, vision, and core values. This position is responsible for overseeing the school office, student records, transportation, food service, facility management, operational compliance, and tutor/volunteer relationship management. This includes maintaining complete student files for each child (for example, class schedules, report cards, attendance, etc.), ensuring accurate and thorough data in multiple student information systems, and playing a critical role in the school's day-to-day operations. The essential functions for the DO are as follows.

Culture of Achievement and Respect

- Work with the school leadership team to implement the school's mission; coordinate work and collaborate.
- Assist in creating a school culture with staff, parents, students, volunteers, and partners focused on strong academic achievement, fairness, respect and high expectations for behavior.
- Ensure staff members understand procedures and have the resources to operate effectively.

Operational Leadership

- Develop and implement school-wide non-instructional systems and procedures that ensure operational excellence within the school. Systems include but are not limited to: transportation, safety, national school lunch program, procurement, compliance tracking, and budget management of curriculum and supplies.

School Operations Management

- Meet with school leadership team regularly to discuss goals, progress towards goals, trends and challenges, areas for growth, and action plans.
- Create a culture of service and support developing team members to excel in their roles and ensuring the school maintains operational excellence.
- Coordinate/supervise breakfast, lunch, and snack scheduling and distribution
- Collaborate with school transportation provider to ensure that all students who are eligible for transportation receive transportation in the most reliable, most efficient and most cost-effective way possible. Ensures that 100% of transportation requests are addressed within 48 hours of written notice and that necessary changes are relayed to the transportation provider and appropriate school staff while also ensuring that all student bus routes are accurately inputted into the school data system.
- 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
- Serve as a full-time and engaged member of school staff, including monitoring daily dismissal, accompanying students on field lessons, assisting with student enrichment activities, and working with other staff members to ensure fulfillment of the school's mission
- Ensure that the school has an emergency protocol in place and adheres to all state and federal requirements related to conducting safety drills (including fire drills, intruder drills, tornado drills, etc.)
- Ensure that the school satisfies all National School Lunch Program requirements, including collecting and evaluating NSLP lunch forms, managing the daily lunch attendance process, and reporting monthly meal counts.
- 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
- Schedule routine facility maintenance, including routine technology maintenance and the fixing of school assets like desks and chairs
- Maintain comprehensive files regarding staff attendance, ensuring that there is documentation on file to support all staff absences
- Assist other members of the school's leadership team, including grade level chairs, in the planning and execution of school programs and events
- Oversee Community Meeting
- Works with the school's Director of Special Education and intervention team to ensure that the school is satisfying all state and federal requirements related to special education and Title I

Office Operations Management

- Develop and manage systems to ensure that the office is running smoothly and that everyone has what they need to be efficient and effective in their work. Specific systems include, but are not limited to:
 - Procurement of curriculum materials, school furniture, classroom and office supplies, technology needs.
 - Office upkeep and maintenance
 - External materials (development folders, teacher recruitment flyers, media pamphlets, etc.)

- Meeting setup/take down and communicating next steps
- Performing administrative duties such as filing, copying, faxing, typing schedules, letters, booking travel, etc.
- Ensure that a continual supply of the most frequently used items is available in the supply closet for teacher use (including, for example, pens, pencils, copy paper, etc.).

Compliance

- Capture and organize key school data with reliability for the creation and completion of various compliance reports (attendance, enrollment, staffing, etc.).
- Manage and successfully complete all necessary compliance reporting to the Local, State, and Federal Government.
- Ensure that all fire, life, and safety regulations and procedures are implemented ensuring the well being of all school staff and scholars.

Student Records

- Oversee the implementation of the school's Student Information System to ensure that it includes accurate data with respect to daily attendance, student grades, student meal counts, student discipline and withdrawal information. The Director of School Operations also will be responsible for delegating some related clerical tasks to other school office administrative staff.
- Oversee student enrollment process, assisting with student recruitment, the development of the new student enrollment packet and maintaining all lottery records
- Administer and collect student records for all students including immunization records, lunch applications, home language surveys, emergency contact forms, press release forms, etc.
- Ensure that the school has a comprehensive medical policy for students and that the policy is followed, including with respect to ensuring that students are only provided medication in the appropriate way, that each administration is documented and that there is a comprehensive log of who gave each dose and the time it was given.
- Work to ensure that accurate student data, including testing, is present and updated across each of the school's different systems

Parent and Stakeholder Communication

- Interface with students and families on a regular basis in a warm and professional tone
- Oversee engagement events such as Family Chats, Orientation, Conferences
- Ensure that the summer life's work packet, student and parent handbook, and school calendar are accurate and updated; ensure that all families receive a copies and that a copy of these documents are on file for reference
- Ensure that the school is utilizing the student information system to create and distribute report cards three times per year.
- Ensure that all relevant service providers are made aware 100% of the time of any changes in the schedule to make necessary adjustments and avoid unnecessary costs (sample providers include the food service provider, transportation company, etc.)

Tutoring and Additional Volunteers

- Manage tutor and volunteer logistics daily
- Interface with volunteers in a warm and professional tone
- Ensure that tutor applications are collected and background checks are conducted
- Establish a database of critical information including applications, background checks, schedule, photos, pertinent relationship management data
- Create, manage, and implement volunteer appreciation events throughout the year

- Ensure that all volunteers are made aware 100% of the time of any changes in the schedule to make necessary adjustments

Business

- Support the development, management, and maintenance of the procurement lifecycle, including but not limited to: vendor selection, account creation, purchase order management, materials requisitioning and receiving, inventory management.

Information Technology

- Serve as on-site IT contact, including managing IT assets, liaising between teachers and IT representatives, and serving as main point of contact with IT vendor.
- Serve as main contact for the E-Rate program.

State and National Testing Administration

- Ensures that the NWEA roster files are uploaded prior to the testing window each year so that students can take the NWEA tests during the prescribed time frames. Assist with any and all duties related to coordinating the NWEA administration
- Ensures that the school follows all of MDE's policies and procedures with respect to administering the MAP assessment by serving as the school's testing coordinator

Fundraising

- Interface with friends of Prodeo Academy in a warm and professional tone
- Assist with events such as corporate receptions and the May Benefit
- Manage Donor Perfect Online database
 - Record Gifts
 - Prepare and send acknowledgement (thank you) letters
 - Prepare reports for internal use as well as for the Board of Directors

Human Resources:

- Serve as the school's point of contact for communication with our benefits provider
- Manage the onboarding process of new employees, including benefits, payroll, and logistics such as orientation and keys
- Provide resources to help employees get questions answered

Professionalism

- Collaborate with colleagues to continuously improve personal practice and achieve overall goals and mission of the school and the network.
- Access meaningful learning experiences (professional development opportunities, and ideas from colleagues and supervisors) and exercise judgment in accepting findings as valid for application.
- Reflect critically upon operational leadership experience, identify areas for further professional development as part of a professional development plan that is linked to school and network goals, access meaningful learning experiences, and listen thoughtfully to other viewpoints and respond constructively to suggestions and criticisms.
- Use feedback to inform and update Individual Professional Development Plan.
- Fulfill all outlined and related functions professionally and thoroughly.

Skills & Requirements, Desired Qualifications

Qualifications:

- Bachelor's degree in business or a related field; Graduate Degree such as an MBA preferred
- At least 5 years' work experience
- Experience managing a team
- High level of comfort with financial oversight and budgetary tracking
- Computer literacy
- 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 working in the city of Minneapolis and a passion for the mission of Prodeo Academy
- Dedication to helping children grow and learn

Core Competencies:

- Mission Focused
- Driven towards Excellence
- Resilient
- Influential
- Relationship Builder
- Talent Manager
- 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;
- Highly proficient in Microsoft Excel, PowerPoint, and Word;
- Demonstrated initiative, leadership, and tenacity; and
- Passion for the Prodeo Academy mission