



## **DIRECTOR OF OPERATIONS**

**Washington, DC**

### **Organizational Overview:**

The Social Justice School is a non-profit charter in Washington, D.C. The Social Justice School will catalyze an integrated community to be scholar-activists who are designers of a more just world. The Social Justice School (SJS) is a proof point of a true American community— racially and socioeconomically diverse, integrated, democratic, and problem-solving. In this community, students, teachers, and parents develop a passion for social justice and are empowered to identify needs and enact change in their school, community, and the world.

### **Position Overview:**

The Director of Operations is a critical member of the Social Justice School's Leadership Team. This position is charged with overseeing all finance and operations functions necessary to run a high-performing school. This includes budgeting, purchasing, facilities, technology, student recruitment, student data, regulatory compliance, human resource administration, and academic operations support. Reporting to the Executive Director, the Director of Operations ensures that the school's operations meet high standards of operational excellence and enables instructional leaders and staff to focus on driving strong student achievement outcomes.

### **Director of Operations Job Description**

#### **Director of Operations Day-to-Day Core Competencies and Responsibilities:**

##### **School Operations Leadership & Operations Team Management (15%)**

- In partnership with the Executive Director and the Principal, develops the school-wide operations vision that supports the academic and cultural vision of the school
- Plays a leadership role in the school's strategic and annual planning and budgeting process
- Hires, manages, coaches, evaluates, and develops school operations team members, including front office staff, and holds them accountable to goals and outcomes
- Develops and manages contracts with outside vendors
- Serves as the primary point of contact for Operations team, responding to requests and collaborating with teammates to build scalable, school-wide systems, policies, and procedures

##### **Organizational Strategy (15%)**

Defines operation vision and strategy aligned with organization's strategy

- Sets expectations for service delivery in collaboration with school leaders, balancing academic and operational objectives
- Ensures resolution of operational issues
- Communicates operational health and issues to management team and Board

##### **Budget and Finance (20%)**

- Oversee financial transactions, purchasing, budgets, and records with the support of SJS PCS' Board Finance committee
- Manage procurement and adhere to all financial policies and procedures
- Manage fee-based programs and fee collection processes
- Submit deposits weekly
- Manage annual inventory of all Furniture, Fixtures, & Equipment

- Receive and inventory all deliveries
- Manage payroll activities
- Ensure adherence to the school's fiscal policy and procedures including the annual financial audit
- Prepare and submit National School Lunch reports/data
- Oversee invoicing for lunch, the after school program, and other fee-for-service offerings
- Manage vendor relations

#### **Operations Management (10%)**

- Oversee and manage the school's food services, including the contract, employees, and compliance
- Oversee and manage bus services, including contract, employees, and compliance
- Establish systems and structures for before and after school care (extended learning)
- Manage technology services, including contracts, employees, and compliance
- Manage student information system (i.e., SchoolForce, PowerSchool, etc.)
- Implement systems to support the work of teachers and administrative staff
- Manage school purchasing process by placing orders with vendors; tracking delivery and maintaining inventory
- Ensure compliance with all state, federal, and policies related to public school operations (PCSB, OSSE, SPED) and employment

#### **Human Resources Management (5%)**

- Assist Executive Director in managing the hiring process and work with back-office provider to manage benefits administration for all employees
- Support Executive Director in maximizing retention of high-performing employees
- Ensure all human resource tools, practices, and policies are updated and consistent with legal requirements

#### **Data Management (15%)**

- Manage student and financial data for all reporting entities and requirements, including but not limited to: OSSE; DC PCSB; the Office of Federal Grants; E-Rate; Special Education; the National School Lunch Program; and any grant partners as applicable
- Manage information technology systems to ensure complete and up-to-date data sharing through the internal database and the third party provided systems (i.e. Powerschool)
- Ensure proper handling and securing of student records; Family Educational Records and Privacy Act (FERPA)

#### **Compliance (15%)**

- Ensure compliance with all requirements of OSSE, SJS PCS Board of Directors, and PCSB
- Manage federal programs, including the application, management, and reporting on the use of public funds
- Manage all procurement and contracts over \$25,000 in value

#### **Health and Safety (5%)**

- Serve as the COVID-19 coordinator for the school
- Update the school's health and safety plan on a regular basis
- Ensure implementation and adherence to the school's risk mitigation strategies for COVID-19

#### **Director of Operations Requirements/Qualifications:**

- Bachelor's Degree and/or financial, operations, and/or procurement management related experience of at least two (2) years
- Proficiency with Microsoft Word, Publisher, Excel, Google, and other related web-based tools as required
- Familiarity with Student Information Systems (such as PowerSchool, etc.)
- Highly-motivated self-starter
- Strong interpersonal and communication skills and the ability to work effectively with a diverse group of people
- Strong organizational skills and the ability to handle multiple projects and responsibilities simultaneously
- Ability to foster a cooperative work environment
- Ability to support employees including organizing, prioritizing, and scheduling work assignments
- Ability to work with computers, various software programs, and other technology
- Knowledge of management and operations systems and strategies to run an effective organization
- Knowledge of public education and charter schools and/or start-up nonprofit organizations is highly desirable but not required

#### **Required Education, Credentials, & Experience:**

- ❑ A Bachelor's degree required; Master's degree preferred

- Minimum of three to seven years of work experience, preferably in education and/or business/operations management.
- An unquestioned commitment to Social Justice School's mission and values
- A designer's mindset -- the willingness to innovate with discipline
- An entrepreneurial mindset, including flexibility and comfort with ambiguity
- The ability to be vulnerable and wrestle with discomfort when you might not know the right answer
- An equity-centered mindset and an advocate for social justice issues
- A belief that young people have the capacity to change the world
- Demonstrated management and leadership skills (e.g. at least three years effectively managing a team or multiple large projects)
- Strong project and time management skills; ability to effectively backwards plan, juggle multiple priorities with great attention to detail, and deliver consistent and timely result
- Strong strategic and analytical skills with an aptitude for shifting from firefighting to systems-building
- Sense of humility, customer service mindset, and shows urgency and the ability to proactively solve problems and make decisions quickly
- Team player with strong interpersonal and stakeholder management and relationship building skills
- Ability to lead, influence, and hold others accountable to upholding high standards of operational excellence
- High level of comfort with financial oversight and budgetary tracking
- Ability to be calm under pressure, especially in difficult conversations with parents and staff
- Excellent organizational, verbal, and written communication skills
- Excellent computer skills, including Microsoft Office Suite

### **Compensation**

The Social Justice School offers a competitive salary and benefits packages commensurate with experience.

We strongly encourage people of color to apply. The Social Justice School is an equal opportunity employer and welcomes everyone, including LGBTQ people, to join our team.

### **TO APPLY:**

Please send your cover letter and resume to [myron@thesocialjusticeschool.org](mailto:myron@thesocialjusticeschool.org)