

Join Center City Public Charter Schools: Become a Campus Operations Manager



Center City Public Charter Schools is seeking professional, dedicated Operations Managers for our six campuses. The Campus Operations Manager is an extension of the Center City Central Office that serves as the business and operations lead at the campus level. They are responsible for managing the daily operations of the campus. This work supports student achievement and promotes a healthy building-level culture and climate, as well as manages the effectiveness and efficiency of business operations and related local, state and federal compliances.

The Role of the Campus Operations Manager

The Campus Operations Manager has primary responsibility over the business functions at the campus. Responsibility includes, but is not limited to the following core areas of campus business operations: Local/State/Federal Compliance, Accounting/Procurement, Student Information Management, Enrollment, Facilities Management, Human Resource Support and IT Support Management. The Campus Operations Manager must be effective and efficient in the management and monitoring of all systems and processes. The Campus Operations Manager must adhere to and enforce all local, state and federal requirements, as well as, ensuring adherence to all internal policies, procedures and practices. You will be required to attend mandatory meetings, trainings and workshops. You will provide essential support to the Principal as requested. As part of a team who believes in lifelong education, you will be open to learning new skills, processes and technology.

Areas of Responsibility & Accountability

- Under direct supervision of the Associate Director of Campus Business Operations and Compliance, provide critical link between campus administration and all departments at Central Office
- Under direct supervision of Principal, work with campus leadership and staff to ensure the school operates smoothly and safely at all times
- With support and guidance from the Associate Director of Student Information Systems, provide daily oversight of all student information systems and processes; must maintain data integrity and timely, accurate reporting
 - Enter and maintain student data in applicable Student Information Systems
 - Support teachers/staff in using PowerSchool for student data capture and reporting
 - Prepare and submit as directed, National School Lunch reports/data, using data captured in PowerSchool
 - Oversee processes to record daily attendance data in online system
 - Oversee the integrity of data/information received by teachers and/or from parents regarding tardy/absent students (monitoring and reporting of truancy)
- Manage and ensure adherence to all National School Lunch Program (NSLP) and Healthy Schools Act(HSA) regulations
 - Oversight and management of Cafeteria Assistant staff's functions
 - Oversight of point of service and all NSLP/HSA compliance
 - Conduct and manage audits as required and directed
 - Oversight of meal service vendor and adherence to policies and practices for receipt of these services, including monitoring service and accounting
- Work with finance department, Principal and Assistant Principal to manage campus budget; focus on increasing revenue and decreasing expenses
 - Manage campus procurement and adhere to all finance policies and procedures
 - Management of fee- based programs and fee collection processes

- Submit deposits weekly
- Manage annual inventory of all Furniture, Fixtures & Equipment
- Receipt and inventory of all deliveries
- With support and guidance from the Associate Director of Facilities, ensure campus maintenance and adherence to all regulatory requirements (e.g. Fire Inspections, Department of Health Inspections)
 - Enable compliance with DC and federal rules & regulations by posting notices and facility evacuation drills, etc.
 - Conduct weekly facilities audits
 - Provide weekly reports to Central Office
 - Submit online work orders with maintenance vendor
 - Develop understanding of current building systems (e.g. , phones, HVAC)
 - Evaluate current vendor relationships and implement new protocols, as necessary
- With support and guidance from the Director of Academic Support for Student Enrichment
 - Actively participate in student recruitment and enrollment processes
 - Ensure adherence to enrollment and registration policies and procedures
 - Adhere to practices and procedures to support operation of Extended Day Programs
 - Ensure adherence to processes to support Homeless Children and Youth
- Ensure proper handling and securing of student records; Family Educational Records and Privacy Act (FERPA)
- Meet all instituted deadlines and maintain consistent communication with Director of Business Operations and Compliance and Principal
- Adherence to daily, weekly, monthly, quarterly Operational To-Do's
- Directly responsible for outcomes of internal and external audits identified by Chief Operating Officer
- Adherence to all identified and outlined policies, procedures and practices

Expected Skills & Attributes:

- Minimum 2 years professional work experience
- Bachelor's degree a plus
- Excellent written and oral communication skills
- Excellent organizational skills, attention to detail, ability to follow-through with assigned tasks and ability to effectively multitask
- Proficiency with Microsoft Word, Publisher, Excel, Outlook and other related web-based tools as required (note: interview process may include a computer skills test)
- Familiarity with PowerSchool and other related Student Information Systems
- Flexibility and a desire to work as part of a team

Application Instructions

Interested candidates should apply using the Center City PCS Online Application, which can be accessed at: <http://www.centercitypcs.org/employment-application/> . Please upload 1) a current resume and 2) a cover letter addressing your interest in Center City PCS into the online application.

COMPENSATION

Center City PCS offers a highly competitive salary, bonus and benefits package commensurate with experience. Center City PCS is an equal opportunity employer.