



LAUREATE ACADEMY

CHARTER SCHOOL

Operations Coordinator

About Laureate Academy

Preparing each student with the academic skills and strength of character necessary for school and life success, Laureate Academy educates students in Jefferson Parish for rigorous high schools, competitive colleges, and professional careers.

Laureate Academy Charter School is an academically challenging, disciplined, and joyful elementary school in Jefferson Parish, LA. We were approved by the Jefferson Parish School Board in May 2015 as a Type 1 charter. Laureate Academy's model is based on the highest performing charter schools in the country, such as North Star Academy and Brooke Charter Schools.

We currently educate kindergarten through third grade students. We will add fourth grade for the 2018-2019 school year and will continue to add one grade every year until 8th grade.

Be the Operations Coordinator at Laureate Academy

The Operations Coordinator (OC) oversees the ongoing operations at the school in conjunction with Laureate Academy's Head of School. Ensures implementation and maintenance of clear systems that allow leadership and teachers to focus on scholars. Works closely with the Laureate leadership team and with outside consultants and vendors.

Qualifications

We will consider candidates who:

- Embody Laureate Academy's mission, vision and SCHOLAR values (Self-determination, Community, Honesty, Optimism, Leadership, Achievement, Resilience)
- Believe that there is not a more urgent task than providing an outstanding academic and character education to students from urban backgrounds
- Have a track record of producing dramatic, demonstrable student achievement gains or comparable results in their current field
- Work well within a team of high-performers
- Are goal-driven, analytical problem solvers, and embody a can-do spirit and strong work ethic
- Promote continuous improvement by being open to feedback; are self-reflective and humble
- Dedicated to improving effectiveness and efficiency of operations through collaboration, reflection, feedback, best practices, and regular assessment
- Excellent verbal and written skills
- Communicate effectively with students, families, and colleagues
- Minimum of two years teaching experience in an urban public school setting preferred, but not required
- Bachelor's degree is required, LA State Certification highly preferred; 1+ years of work experience at Laureate Academy or another high-performing school required

Responsibilities

- Oversees the ongoing operations at the school with the Head of School
- Creates a detailed start-up checklist and ordering list to ensure that the school starts each year prepared and fully stocked.
- Manages and oversees the school's physical condition.
- Works with technology vendor to ensure that the school has a fully functioning technology infrastructure.
- Manages student information database system and generates reports as needed.
- Manages food and transportation services.
- Works with appropriate staff to construct advisory and class rosters.
- Assists in creation of teacher, student, and classroom schedules.
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- Manages visitor program.
- Tracks student admission applications and maintains waitlist.
- Manages the receptionist and staffs the Main Office when receptionist is unavailable or not present, and ensures the smooth operation of the main office, including mailings, attendance reporting, office machine maintenance, etc.
- Coordinates with Laureate Academy's leadership team to ensure smooth operations, identify needs, and facilitate flow of information.
- Ensure classroom operations are consistently effective and efficient.
- Manages school meal program, custodial vendor, and transportation vendors.
- Performs other related duties as required and assigned.

Professionalism

- Communicate effectively with students, families, and colleagues
- Collaborate with other staff members and actively participate in training, professional development and learning activities
- Work to continuously improve effectiveness in all instructional practices.
- Use feedback to make productive changes in performance
- Complete all administrative requirements by given deadlines
- Be available for minimum work hours of 7:00-5:00PM Monday-Friday, with flexibility outside of those hours as needed, particularly at the beginning of the school year

Compensation

We offer a competitive compensation package, including a salary aligned with the district scale and comprehensive health benefits.

Laureate Academy Charter School does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin. We are an equal opportunity employer.

Start Date: An exceptional candidate will assume a full time role on June 25, 2018 as a part of Laureate Academy's beginning of the year professional development. The positions will remain open until filled.

Application Process:

Please submit a resume and a letter of interest stating why you would be a good fit for our school to Head of School, Claire Heckerman at heckerman@laureatecharter.org