



LAUREATE ACADEMY

CHARTER SCHOOL

School Operations Manager

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.

Be a Leader at Laureate Academy

Laureate Academy understands that the quality and effectiveness of school leadership is the most important factor that drives school achievement. We are relentlessly seeking leaders who strongly believe in our mission and vision and whose actions demonstrate high expectations for themselves, scholars, families, and their colleagues. We hire smart, driven people willing to work hard to realize our mission and who have the characteristics and experiences necessary to deliver ambitious results for scholars.

Job Overview

The School Operations Manager will provide leadership and professional development to drive the school's daily operations.

Qualifications

Laureate Academy has launched a focused and urgent search for committed, intelligent, hard-working educators.

We will consider candidates who:

- Education: Bachelor's Degree
- Preferred skills and work experience:
- Experience working in education organizations.
- Experience with staffing processes and general human resource procedures.
- Operations and facilities management experience.
- Knowledge of financial modeling (using Excel) and cost analysis techniques, preferred
- Experience in managing and enforcing service level agreements and contracts for outsourced services.
- Demonstrates persistence in overcoming and removing obstacles to goal achievement.
- Demonstrates a drive, commitment and sense of urgency that inspires others to achieve results.
- Implements and monitors relevant work procedures in line with defined standards.
- Proactively approaches others with a view to engaging in dialogue and building strong working relationships.
- Recognizes people who may be of critical importance to achievement of one's objectives and involves them to get their input.
- Requests input from others to work towards a more effective outcome.
- Holds employees/colleagues accountable for achieving results and publicly acknowledges effective performance.
- Strong ability to multitask.
- Demonstrates good judgment; approachable and professional; solid problem solving skills; self-motivated; well organized.
- Relentlessly results-oriented
- Ability to communicate and interact effectively with multiple constituencies
- Excellent written, communication and presentation skills
- High proficiency in Microsoft Excel, PowerPoint, Word, and Outlook
- Detail-oriented team player willing to roll up sleeves and get the job done
- Unquestioned integrity and commitment to Laureate Academy's mission

Responsibilities

Operational Functions

- Responsible for site level procurement of supplies, materials, equipment, and inventory management.
- Local manager for transportation, foodservices, facilities maintenance, security and other third party service contracts, ensuring ongoing monitoring and implementation of contracts.
- Manage all aspects of free and reduced lunch program/process, including managing the entire application process.
- Coordinate technology implementation (planning, procurement, and training).
- Implement enrollment campaign for students (e.g., new students, intent to attend, waiting lists) including engagement in local marketing initiatives, demographic analysis, and coordination with local/regional communications specialists.
- Oversee enrollment at school site and, as required, lead the enrollment process by working with the school leadership, secretaries, teachers and central enrollment department/advertising to meet enrollment targets.
- Work with school personnel to maintain integrity and accuracy of student records, including maintenance and tracking of attendance and retention.
- Work with school staff to manage reporting and data tracking for all special education programs.
- Prepare reports on site operations.
- Support all operational and logistical projects
- Respond to and resolve routine internal and external inquiries with parents, employees and school organizations.

Financial Administration Functions

- Responsible for site level budget monitoring and management, with input into budget development.
- Review monthly financial reports and update monthly financial estimate templates.
- Manage and reconcile school's petty cash funds.
- Provide financial oversight, including invoice approval and developing the substitute teacher budget.
- Manage accounts payable and payroll processes.
- Oversee, in coordination with the controller, yearend audits as well as any site audits from state or federal agencies

Human Resource Management Functions

- Cooperate with Director of Finance & Operations to implement policies and procedures at school (e.g., compensation, vacation/sick days; recruitment screening, background checks, etc.).
- Oversee the processing of all new hire paperwork.
- Maintain personnel files for all employees.
- Lead orientation for new hires.

- Other duties/projects as assigned by them by the Director of Finance & Operations

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, handicap, 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 27, 2019**. *The positions will remain open until filled.*

Application Process:

Please submit a resume and cover letter to our hiring team by emailing [hiring@laureatecharter.org](mailto: hiring@laureatecharter.org)

Questions?

Email [hiring@laureatecharter.org](mailto: hiring@laureatecharter.org)

504-503-0170