



Job Description: Director of Operations
School Year: 2021-2022

Who We Are

Calliope Academy will open in Fall 2021 as a comprehensive TK-6 educational program dedicated to the success of the whole child. We'll provide wraparound supports for all students, and offer a personalized, globally focused experiential curriculum. Our program, led by our superhero staff, will bring forth the power and strength that exists within themselves, our children, and families take a stand for powerful change in an uncertain world. Our vision is to build a community of courageous 21st century leaders, inventors, and change agents.

Why You'll Love Working Here

1. We teach children, not classes. We believe in the potential of every child to live a rich life – and in our great privilege to guide our students.
2. We provide all students with a Wayfinder who will provide wraparound supports and serve as a coach and mentor for students in partnership with the teacher.
3. We're entering our first year, and we'll rely on the expertise, creativity, and passion you'll bring to ensure we get off to a great start!
4. We believe that joy and playfulness anchor a great place to work. We're up for a joke or a game, and you'll hear laughter in classrooms and staff meetings.
5. We believe staff need to be cared for, protected, and supported, so we offer competitive compensation and generous healthcare benefits.

What You'll Do

As a new school, we seek a high-capacity individual to serve as our inaugural Director of Operations. You'll report to the Executive Director and collaborate with the Board Treasurer. While you'll help shape the role over time, we do know that, at a minimum, you'll be responsible for:

Finance and Budgeting

- Develop, deploy and manage the financial system, financial reporting and accounting using appropriate policies and procedures
- Ensure timely and accurate bookkeeping and reconciliations, proper cash management, and management of accounts receivable and payable, with timely processing of billings and payments

- Prepare monthly, quarterly, and annual financial statements and variance analyses in a timely manner; manage and ensure compliance with grants; coordinate with the Executive Director to prepare the school budget; ensure that all reports are submitted accurately and on time
- Oversee the negotiation of external operational vendor relationships to support the continued growth of the schools

Operations Management

- Provide technical support and management to all operations staff, with a particular focus on: student recruitment; family engagement planning, enrollment and student records; scheduling, meals programs and receipts; security and school safety programs; external reporting and regulatory compliance; asset tracking

Facilities Management

- Manage custodial staff and facility and related contractors, including repairs and maintenance
- Facilitate facilities manager ability to execute responsibilities

Enrollment and Student Information

- Coordinate student recruitment and enrollment in compliance with charter law and regulations
- Ensure timely and proper enrollment and attendance reporting to the city and state and timely and accurate collection of public funds
- Manage the student information management system includes auditing for data integrity and oversight of student records (e.g., enrollment, attendance, disciplinary actions, demographic data, immunization, emergency/medical information, special education, interventions, and school records)
- Maintain student records and information and ensure compliance with student confidentiality laws
- Work with third-party vendors to manage student enrollment and reporting

Human Resource Management

- Manage compensation, payroll and time processing, interfaces, payroll and retirement, ensuring processing accuracy and error resolution
- Manage vendor support including coordination with payroll vendors, training, quarterly and year-end activities, and updates and compliance
- Provide HR audit support including employee record updates and audits

- Ensure compliance with all state certification requirements

Information Technology

- Oversee the planning, administration, maintenance, and troubleshooting of information technology hardware and software
- Ensure security policies and procedures are in place to protect confidential information and provide reliable access in compliance with local, state, and federal technology policies (e.g., FERPA)
- Manage user accounts and system security and oversee back-up procedures, and coordinate user-training programs to ensure effective and efficient use of technological resources

External Reporting and Compliance

- Ensure compliance with state and federal regulations
- Ensure that all required financial reports are submitted in a timely and accurate manner
- Monitor management, lease, and charter agreements, with attention to financial reporting requirements
- Maintain an effective relationship with the authorizer, state, and other regulatory and oversight agencies

Strategic Leadership

- Work with the Executive Director to support strategic, long-term planning, and measurable goal setting
- Continuously innovate and evaluate the operational and financial health of the organization and innovate strategies to address emerging liabilities
- Create coordinated communication systems and project management to ensure that all team members are working to provide efficient services to the schools

Qualifications

- Expertise in at least one of the following functional areas: charter school budgeting and finance, information systems, organizational procedures, facilities management, student enrollment, etc.
- Belief that all children have the capacity to innovate and flourish in a purpose-driven education and life.
- Outstanding emotional intelligence, communication, and interpersonal skills
- Strong technical and organizational skills

- Master's Degree required (MBA, MPA, or other relevant advanced certification preferred)
- Demonstrated success in nonprofit operations, budgets, fundraising, and community organizing
- Thrive in a fast-paced, start-up environment

Compensation

The starting salary range for this position is \$120,000 commensurate with experience. In addition, a comprehensive benefits package is included.

Commitment to Diversity and Equal Opportunity Employment Policy

At Calliope Academy, we believe that diversity makes us stronger and challenges us to think differently every day. We are committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.