

Director of Operations
Ashé Preparatory Academy
Public Charter School
Reports to: Principal
Classification: Full-time
Start Date: January 1, 2019
Location: Seattle, WA



Ashé
Preparatory Academy

ABOUT ASHÉ PREPARATORY ACADEMY

Ashé' Preparatory Academy (Ashé Prep) will serve 450 K-8 students from the greater Skyway community – beginning with grades K, 1, 2, and 6 in 2019. Ashé (ah-SHAY) is a philosophical concept from the Yoruba of Nigeria, West Africa that affirms the power to make things happen and produce change. Ashé Prep will make things happen and produce change by addressing the unmet educational needs of Skyway/West Hill students. Ashé Prep students will be change-makers in their community.

Our Mission:

Ashé Preparatory Academy's mission is to **cultivate the genius** of a diverse population of students and prepare them to excel in high school, college, and career and to serve as **leaders in and for their communities**.

Our Vision:

Ashé' Preparatory Academy's vision is that all students and graduates know how to take **action to improve their communities and their world**.

Our Values:

Ashé Prep's school culture is based on the **seven principles of Kwanzaa, the Nguzo Saba** – unity, self-determination, collective work/ responsibility, cooperative economics, purpose, creativity, and faith/conviction. These values undergird everything from student classroom participation to board decision-making.

OPPORTUNITY

Ashé Preparatory Academy is seeking a mission-driven Director of Operations (DOO) with a strong background in operational systems, continuous improvement, and team management. The DOO is a vital member of the school leadership team and manages all non-instructional school functions, allowing other leadership team members (Principal, Assistant Principal, etc.) the ability to focus on classroom instruction.

The Director of Operations supports the school and organization wide leadership team to ensure strong operations and on-site daily compliance. The Director of Operations is a process and systems oriented multi-tasker with an eye for detail. They gracefully juggle any number of key tasks to keep everything running smoothly. As an organization wide leader, the Director of Operations also works to build a positive culture among staff, students, families, and community members.

Our ideal candidate has proven leadership experience in a fast-paced environment and is a self-starter with strong attention to detail. In addition, our DOO must be a self-directed problem solver, enjoy being

part of a collaborative team and thrive in finding solutions to complex operational issues. This is a unique opportunity for a highly-organized strategic thinker who enjoys planning for and executing operations that will positively impact a growing educational organization.

The DOO reports to the School Principal and manages a two-person operations team as well as outside vendors/service providers.

ESSENTIAL DUTIES & RESPONSIBILITIES

Director of Operations responsibilities include, but are not limited to, the following:

- **Leadership & Team Management:** Manages a two-person school operations team and supports their growth in both performance and development. Works with the school Principal and administrative staff to create and maintain an exceptional organizational culture by building strong relationships, finding solutions to problems, and holding others accountable to systems. In partnership with the School Principal, develops the school-wide operations vision that supports the academic and cultural vision of the school. Participates in the leadership team's strategic and annual planning and budgeting processes.
- **Finance and Purchasing:** Oversees procurement for the school including approving orders and coordinating annual purchasing including technology, furniture, and curriculum, as well as maintaining an inventory for asset management. Manages cash receipts, deposits, credit card reconciliations, and staff expense reimbursements. Submits bi-weekly payroll and oversees time tracking for hourly staff and substitute teachers and tracks teacher PTO. Coordinates with Ashé Prep's Finance & Accounting Team to ensure adherence to financial policies; provides assistance to the Principal with budget management by tracking monthly operational expenses. The DOO serves as the lead contact for the back office provider.
- **Student Information and Reporting:** Manages the student information system in coordination with Ashé Prep's Leadership Team to perform data audits and ensure error-free student records. Oversees daily attendance reporting and intervention process by creating a system to communicate absences to teachers, parents, and administrators that complies with state law on mandatory student attendance. Ensures confidentiality and security of files and all information pertaining to students, parents, staff, and community members.
- **State & Federal Compliance:** Acts as the point of contact for the school on all compliance-related data requests. Ensures processes are in place to monitor compliance with state and federal regulations for school operations (e.g., Free and Reduced Lunch, Special Education, monthly enrollment count, immunizations) and meets all compliance deadlines.
- **School Nutrition Program:** Oversees all aspects of the School Nutrition Program including managing food servers, coordinating with meal vendor, maintaining accurate data tracking for meal reimbursement, and ensuring food safety standards and federal compliance requirements are observed. Manages ordering process to minimize food waste and ensure meal program financial health. Oversees annual lunch application process including the distribution and collection of free and reduced lunch forms, coordination of the income verification process, and accurate data input of students' lunch status into the student information system. Manages the logistics of meal delivery (breakfast, lunch, snacks) including cafeteria schedules and routines.
- **Student Transportation:** Oversees all aspects of student transportation including vendor management, arrival and dismissal procedures, and staff duty schedules. Coordinates the school's transportation services to ensure eligible students receive transportation in a safe, reliable, and cost-efficient manner. Maintains accurate transportation records including bus stop locations, route times, and student ridership counts. Ensures that all transportation issues and complaints are

documented and parent concerns are resolved as soon as possible. Manages field trip and after-school transportation logistics.

- **Facilities:** Oversees the school's facility including signage, aesthetics, shared space coordination, and building safety. Manages routine maintenance requests for school in Ashé Prep's work order system, ensuring maintenance, janitorial and landscape services are properly carried out. Oversees the upkeep of the school's facilities and coordinates school facility projects. Performs regular preventative maintenance walkthroughs with custodial staff and provides training to school staff to manage issues immediately. Ensures the main office is organized and welcoming and contains all pertinent parent materials.
- **Student Enrollment and Lottery:** Develops and manages the annual student recruitment strategy to ensure that enrollment targets are met by the start of school. Oversees registration and enrollment database, including student recruitment, lottery and waitlist management and actively recruits to fill empty seats. Conducts parent enrollment orientations and ensures parents receive key information about the school prior to enrolling students.
- **Student Health and Safety:** Manages school safety processes including emergency preparation, safety drills, and staff training, ensuring compliance with state and county mandates. Oversees school visitor and volunteer procedure to ensure safety of all students. Oversees student health requirements and liaises with contracted nurse to ensure student health needs are met.
- **Event Planning & Coordination:** Plans and coordinates logistics for school events and activities as needed, including back to school nights and parent conferences/meetings. Acts as point of contact special events hosted at the school. Oversees other tasks or special projects as needed.
- **Technology Management:** Oversees technology hardware inventory, software licenses, and provides technology support. Creates distribution system for staff and student use. Keeps record of signed staff and student technology agreements.

QUALIFICATIONS

- Humility, sense of humor, and rock-solid commitment to Ashé Prep's mission and the communities we serve.
- Education Required: Bachelor's degree from an accredited college or university
- Experience Preferred:
 - 5+ years in successful non-profit management
 - 5+ years in community and family engagement
 - 2+ years of leadership experience managing others in a professional capacity
- Pass reference and required background/criminal checks
- A demonstrated passion for improving K-12 public education; prior experience working with underserved communities, families and/or students preferred.
- Positive attitude and strong work ethic with an entrepreneurial spirit; willingness to do whatever it takes to meet goals and get the job done.
- Excellent written and oral communication skills.
- Comfortable in an ambiguous, fast-moving, start-up environment with a drive towards clarity and solutions.
- Demonstrated success in improving the effectiveness of an operation; ability to create and implement internal systems across multiple functional areas and manage various stakeholder relationships.
- Strong analytical and project management skills, with a deep attention to detail coupled with the ability to think critically, problem-solve complex questions, and identify solutions.

- Demonstrated initiative, leadership and tenacity with a desire to grow as a professional.
- Highly proficient in Microsoft Word, Excel, PowerPoint and Outlook; proven aptitude in learning new computer programs.

Ashé Preparatory Academy does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

COMPENSATION

Salary for this position is competitive and commensurate with experience. \$70,000 - \$75,000
We also offer a comprehensive benefits plan as well as the opportunity to impact a growing, mission-driven organization that is committed to the success of students in Skyway, Renton, and Seattle.

APPLICATION PROCEDURE

Please submit an application by email to mharrison@asheprep.org by November 15, 2018. The application should include a resume, cover letter, and contact information for three (3) professional reference.