



## School Operations Manager

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**Role:** School Operations Manager

**Reports to:** Executive Director and the Regional Controller

**Direct Reports:** Administrative staff

**Job Location:** Columbia, SC

**Compensation and Benefits:** \$50,000 annual; SC state benefits and retirement

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### **Job Summary:**

Oversees operational performance at a specific operating site, through undertaking, or managing, finance, administration and general school operations, in order to support site achievement and financial success by allowing the Principal to focus on education related aspects of school performance. The School Operations Manager is a member of the site's leadership team. This is a year round position.

### **Main Responsibilities:**

#### **School Operations**

- Responsible for site level procurement of supplies, materials, equipment, and inventory management
- Local manager for 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
- Work with school personnel to maintain integrity and accuracy of student records for internet reimbursement
- Prepare reports on site operations and attend board meetings
- Act as lead in all operational and logistical projects for start-up operations
- Respond to and resolve routine internal and external inquiries with parents, employees and school organizations

### **Financial Administration**

- Responsible for site level budget monitoring and management, with some input into budget development
- Review monthly financial reports and update monthly financial estimate templates
- Coordinate with the HQ grants team for all Federal, State, Local grant applications and reporting
- Responsible for managing the internet reimbursement process
- Prepare drawdown requests for state funds (charter schools only)
- Manage and reconcile school's authorized bank accounts and petty cash funds
- Provide financial oversight including invoice approval
- Manage AP and payroll processes
- Oversee, in coordination with the Regional Controller, year end audits as well as any site audits from State or Federal agencies

### **People Management/HR responsibilities**

- Manage day to day activities of designated administrative staff
- Partner with HR to implement policies and procedures at school site (e.g., compensation; vacation/sick days; all aspects of recruitment - screening, background checks, etc.)
- Oversee the processing of all new hire paperwork
- Responsible for maintenance of personnel files for all employees
- Lead in orientation of new hires
- Lead annual performance reviews for administrative staff

### **Key Relationships**

*Internal:* Work collaboratively with colleagues including Vice President, Educational Services, Regional General Manager, Regional Controller, Corporate Finance and Accounting Department and Site Services Department to ensure that site operations follow organization protocols and to report on site operational performance.

*External:* Develop and maintain a strong working relationship with District Superintendents, District Boards, and/or Charter Boards to ensure that site finances and reporting are managed effectively, as well as managing compliance issues related to the use of the District facilities. Work with vendors on a regular basis to ensure service delivery in line with agreed contracts (when applicable). Support the Principal by working with teacher unions to facilitate any issue resolution as necessary. Handle routine parent queries and filter issues for the Principal.

### **Key Behavioral Competencies:**

- Demonstrates persistence in overcoming and removing obstacles that impact 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 internal and external 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
- Proven experience multitasking

**Background:**

- Demonstrated success in monitoring budgets of \$5 million
- Demonstrated success in managing contracts of up to \$500,000
- Experience in educational arena a plus, particularly in educational administration
- Previous exposure to staffing processes and general HR procedures
- Independently and effectively manage operations and facilities
- Knowledge of financial modeling and cost analysis techniques
- Skilled in interpreting and managing Service Level Agreements and contracts for outsourced services
- Skilled in use of MS Excel or other financial and organizational modeling software
- Demonstrated ability to manage staff of up to 3-5 exempt and nonexempt employees
- BS in Business, Accounting or Finance

Candidates interested in this position should email a resume to  
Molly Stevens, HR Business Partner  
molly.stevens@edisonlearning.com.

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