



CIRCLE CITY PREPARATORY CHARTER SCHOOL DIRECTOR OF OPERATIONS

Start Date: June 17, 2024

Status: Full-Time, Exempt, 12-months

Job Category: Leadership

Salary: \$65,000-\$80,000

Benefits: 403b, Dental, Life, Medical, Vision

Job Description:

We are seeking a passionate, detail-oriented and innovative Director of Operations who understands that the foundation of a great school starts with operational excellence. **Circle City Prep's** commitment is to our students and families who rely upon our classrooms, communications, and facilities to operate smoothly and safely each day. Our operations team builds a sense of community within our school and ensures our building is an immaculate, joyful environment that promotes learning. By managing operations, procurement, school-wide systems, school safety and facility security, our operations team allows instruction to thrive in the classroom. The Director of Operations is a full-time, year-round position that reports to the Head of School and serves as a member of the school's Leadership Team. The Director of Operations provides administrative support, system-thinking, and project management to ensure the school runs smoothly and manages key aspects of school operations.

Background on the Organization:

Circle City Prep is deeply committed to supporting *all* students to live up to their power and potential through a rigorous college prep education. **Circle City Prep** is an elementary school built on research and best practices of high performing charter schools nationwide and is uniquely focused on educating students on the Far Eastside of Indianapolis. We are heading into our 8th year as an organization, fully enrolled Kindergarten - 8th grade.

Job Responsibilities:

As the **Director of Operations**, you will:

Operations

- Manage the work of the operations team including Front Office Coordinator, Manager of Student Recruitment & Enrollment, Facility Manager, and Operation Associates.
- Oversee all school-wide systems: arrival, lunch/recess, and dismissal including codification, training, and auditing.
- Manage team to support logistical planning for school-wide events.
- Plan and implement school culture-building initiatives with the Leadership Team.
- Own Teacher Wellness Wing (stocked, organized, and inviting).
- Monitor attendance daily attendance, ensuring daily phone calls are made to families, reports are pulled, and facilitates strategy to increase on time attendance.

Student Recruitment & Enrollment

- Manages team to hit enrollment targets annually.
- Manages team to ensure 100% of student files are 100% accurate and in compliance with state regulations.
- Manages team to ensure full school communication and social media are brand aligned, professional, and support our mission and priorities.

Procurement and Vendors

- Responsibility for site level procurement of furniture, technology, and high-ticket items (i.e.. staff MacBooks, student chrome books, student desk and chair sets)
- Own vendor relationships with all outside service providers to support a high-functioning facility (including but not limited to custodial, security, HVAC, branding/paint, technology, etc.)

Compliance

- Operate as school Safety Specialist

*As an equal opportunity employer, **Circle City Prep** hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.*



- Management of all safety procedures, including development and communication of school's safety/emergency plan, school entry and exit transitions.
- Plans and evaluates monthly school-wide safety drills.

General

- Leads strong professional development sessions that leads to full team alignment around operation systems and procedures.
- Manages members of the team to be high-performing, increasing ownership and capacity.
- Provides a high-level of customer service to our broader team.
- Ensures Circle City Prep consistently falls within top quartile of operations standards on annual Insight Survey.
- Other duties as assigned.

Competencies:

- Highly organized and efficient.
- Strong communicator and collaborator.
- Able to problem solve and think creatively about establishing systems and structures for full school.
- Has demonstrated ability to manage cross-functional teams.
- Able to coordinate multiple moving parts, and multiple tasks on a daily basis.
- Able to coordinate all aspects of facilities management.

Job Requirements:

- Bachelor's degree, required. Master's degree or certified public accounting license, preferred.
- Track record of producing dramatic, demonstrable student achievement gains or comparable results in their current field, required.
- Proficient in Microsoft Excel, PowerPoint, Word, and Outlook, required.
- Willingness to work occasional weekend or evening work hours, required.
- Pass criminal background check, as required by law
- Able to coordinate all aspects of facilities management.

Apply Today!

Go to www.circlecityprep.org and click Join Our Team and our application submission link.

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