



Middle School Operations Manager at Small Progressive Charter School 2019 - 2020

Community Roots is hiring:

A Middle School Operations Manager who will be responsible for overseeing the non-instructional functions of our middle school site. This position will report to the Middle School Co-Directors and supervise middle school Operations Assistant(s) and Operations/High School Guidance Coordinator.

Compensation:

- Salary scale based on years of experience and level of education
- 403b with employer match
- Single and family dental, vision, and health care

Qualifications:

- Prior work experience with children
- Demonstrated ability to collaborate
- Demonstrated ability to prioritize and problem solve independently
- Demonstrated ability to prioritize student achievement while creating a nurturing and encouraging school environment
- Previous school operations experience preferred
- Experience using online database systems including Google Apps, SIS, ATS

Community Roots seeks individuals who:

- Believe in and are capable of high levels of collaboration and communication
- Believe that communicating and building relationships with children's families is essential
- See themselves as active learners committed to ongoing professional development
- Believe that all children have the right to an exceptional education
- Understand that children learn in different ways
- Are committed to ensuring that every child will succeed
- Are capable of building a safe, nurturing, supportive and high achieving school culture
- Believe that a combination of creativity and research generates engaging curriculum
- Believe that working and educating children in a diverse environment is essential

Daily Operations Manager responsibilities will include:

- Supporting all families, students and teachers as needed and requested
- Organizing school busing/transportation and metro card distribution
- Monitoring spending and supporting any finance related needs for the middle school
- Supervising morning arrival/afternoon dismissal of students and the cafeteria during breakfast/lunch/recess



- Managing procurement for the middle school including approving supply/materials orders and maintaining inventory records
- Supervising deliveries and distribution of materials to classrooms as needed
- Managing office appliances and supervising troubleshooting when issues arise
- Ensuring that main office culture and communication adheres to CRCS professional expectations

Other main responsibilities include:

- Overseeing training on personnel handbook & compliance with operations related policies
- Supervising all middle school technology needs/issues including laptop, chromebook and SmartBoard management
- Managing all public calendars and communication around school-wide events
- Organizing transportation schedules with OPT and field trip transportation
- Overseeing shared space schedule and communication regarding space with colocated school
- Managing all facilities, custodial and permit related issues
- Managing all extended use permits and coordinating with School Safety office as needed
- Collaborating with Building Council on school safety and emergency planning, including facility inspection
- Supervising all School Foods needs, including the maintenance of school meals, tracking records and compliance needs
- Utilizing ATS to execute work related to attendance, food service, transportation, state testing and other relevant areas
- Coordinating the ordering, distribution, collection and delivery of New York State Assessment tests annually
- Collaborating with Director of Special Education on NYS and School Wide Testing logistics and materials management
- Submitting various reports to New York City Department of Education and New York State Education Departments to insure annual deadlines are met

Overseeing all scheduling and programing for day-to-day and special events:

- Collaborating with school leaders on logistics for all family-teacher and student-led conferences including invitations, permits, technology, copies, grade reports and scheduling
- Collaborating with grade teams to coordinate logistics for celebrations of learning, including permits, technology, programs, refreshments, staffing and child care
- Collaborating with school leaders/grade teams on logistics for overnight trips, including reservations, transportation, payment, permission slip distribution and collection, information sessions, chaperones and coverages
- Coordinating logistics for Intensives



- Overseeing all teacher coverages – ensuring lessons and materials are available for all classes when teacher is out (emergency plans or specific plans), notifying teachers when they have a coverage due to an absence, trip or meeting
- Overseeing logistics for day trips including assignment of chaperones and class coverages, transportation, payment and lunches
- Developing and overseeing effective community communication practices including, but not limited to:
 - o Weekly staff emails with key deadlines and reminders
 - o Ensure clear communication with faculty about upcoming deadlines and operations expectations

Community Roots Middle School staff serve as co-Crew Leaders. Responsibilities of a Crew Leader include:

- Serving as the Advisor to a small group of students - supporting their academic and leadership development through the Crew curriculum, acting as a liaison between the school and their families and attending professional meetings to support this work
- Collaborate with colleagues to develop and implement Crew curricula that support students' learning and is aligned with the school's mission, core values, priorities and structures

About Community Roots:

Community Roots Charter School is a rigorous learning community where learning is embedded in meaningful real world context, where children are deliberately taught to see the connections between school and the world. CRCS students will meet or exceed the Common Core standards and be prepared to excel in the 21st century by being taught to be independent thinkers and to work productively within a diverse group of learners. At CRCS students will learn to combine curiosity with appropriate application, which will lead to deep understanding and the confidence to take on challenges to become who they want to be.

Please visit our website for more information about our school: www.communityroots.org.

How to apply: Please apply online at www.communityroots.org/jobs.