



PROVIDENCE HALL CHARTER SCHOOL

Company:	Providence Hall Charter School
Position:	Director of Operations
Position Type:	Exempt, Salary
Compensation Type:	Wages paid over twelve months
Other Benefits or Compensation:	As applicable to full-time employees
Department:	Operations
Reports to:	The Providence Hall Charter School Board of Trustees

PROVIDENCE HALL International Baccalaureate Charter School

Providence Hall is one of the largest Charter schools in the state of Utah, and is 1 of 12 charter schools in the country accredited as a K-12 International Baccalaureate (IB) school. School enrollment across all three campuses is approaching 2000 students. Providence Hall is separated into 3 difference campuses with: the elementary school campus serving Kindergarten through 5th graders, the junior high campus serving 6th through 8th graders, and the high school campus serving 9th through 12th graders.

Mission Statement: *Think critically, communicate effectively and act responsibly in an ever-changing global community.*

Position Description

The Director of School Operations oversees operational performance through managing finance, administration, technology, facilities, compliance and general school operations in order to support student achievement and financial success. The Director of Operations manages the school's Operations department, which includes the following functions: IT, HR, transportation, maintenance, purchasing, marketing and food services. S/he will work closely and collaboratively with the school Principals' and will be a member of the school's Executive Team—a co-equal with the 3 Principals. The Director of Operations is responsible for all matters of school administration that do not directly relate to instruction. This role intentionally relieves the Principals of non-instructional obligations so that s/he can focus on student achievement and professional development of the teaching staff.

Through performing the Essential Job Functions, effective communication, reporting, procurement of needed supplies and materials, exceptional public relations skills and superior work-product, the Director of School Operations contributes to a nurturing and engaging learning environment.

Qualifications

To perform this job successfully, an individual must be able to perform each Essential Job Function satisfactorily with or without reasonable accommodation. Requirements and Essential Job



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Functions are representative of minimum levels of knowledge, skill and/or abilities. An individual must successfully pass a criminal background check, including state, regional and/or federal fingerprint background checks and submit to drug testing as required periodically or randomly. For positions that include operating a motor vehicle, a valid Driver's License, acceptable Motor Vehicle Report (MVR) and successful completion of a State Division of Risk Management Defensive Driving course are required. First Aid and CPR certification is preferred for all positions and required for this position.

Education Required

College degree; Master's degree preferred.
Human Resource (HR) certification or designation

Experience Required

Administrative Experience in a school setting; Charter school experience preferred.
3 or more years functioning in a Human Resource capacity

Essential Job Functions—General

- Requires the ability to handle multiple tasks coupled with the ability to think and act strategically.
- Requires the ability at times to handle and maintain control in high-stress situations.
- Requires the ability to maintain confidentiality in all aspects of the job. Ensure that student, staff and family privacy is maintained by withholding any and all personal information on any person(s) from unauthorized recipients.
- Contribute to a positive work and school environment by maintaining a positive, pleasant demeanor in all situations.
- Complete employee evaluations in a timely manner for key personnel within the school.
- Requires excellent interpersonal skills to contribute positively to overall school morale.
- Communicate effectively and politely with the Board, co-workers, students, volunteers, parents and visitors to the school and foster and maintain cooperative relationships.
- Collaborate closely and frequently with the 3 Principals to execute the operational functions of the school across all 3 campuses.
- Requires an attention to detail and excellent organizational skills.
- Ensure school safety by performing fire drills and other drills periodically.
- Attend staff development activities and seminars to enrich job skills and abilities as assigned by the Board.



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- Ensure attendance at required meetings and events, including meetings or events at irregular hours or on extended days, including meeting the reasonable expectations of the Board.
 - Coordinate schedules and meetings. Attend meetings as appropriate or as assigned.
 - Assist with developing and ensuring the school's positive public image is maintained.
 - Adhere to school and administrative policies as instructed and/or outlined in school policy manuals, handbooks or other corporate materials.
 - Create operational dashboards that visually represent the key performance indicators for the school.
 - Analyze and interpret data and create action plans and reports to lead the measureable outcomes.
 - Ensure that a requestor receives a timely and appropriate response and/or resolution. Ensure that immediate and effective communication is used to communicate to the requestor when circumstances necessitate a delay in response time.
 - Compile and prepare a variety of records, reports, memorandums, and other materials.
 - Organize and maintain files and records.
 - Identify and correct deficiencies within school procedures or systems relating to the Essential Job Functions and provide feedback to appropriate persons on other aspects of the school's operations.
 - Operate office machines.
 - Perform other duties which may develop or as requested by the Board.
 - Demonstrated commitment to the school vision and mission.

Essential Job Functions—Specific

Compliance

- Oversee, in coordination with the Principals and the Business Office, the preparation and submission of all Federal, State and Local reporting as it relates to Finance reporting.
- Ensure that essential personnel policies and procedures are followed in a timely manner.
- Oversee, in coordination with the Business Office, year-end audits as well as any site audits from State or Federal agencies.

Finance



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- Review monthly financial reports and monthly financial statements.
 - Provides leadership and direction for the organization's accounting and finance needs to ensure effective financial management and organization.
 - Provide financial and operational oversight for invoice approval and budget development.
 - Confirm accuracy of payroll processing in conjunction with the Business Office.
 - Oversee the legal environment of the school, including filing state and federal reports and registrations.
 - Work with the Principals, the Business Office and the Board of Trustees to develop the organization's annual budget and manage the school's budget.

Human Resource Management

- Ensure the school is following the appropriate Human Resource procedures, including the on-boarding and release of employees, and proper maintenance of employee personnel files, in conjunction with the Principals.
- Provide guidance in all human resource functions consistent with the strategic vision of the school.
- Recommend to the Board of Trustees salary levels of personnel using suggested salary schedules.
- Advise the board on matters related to employee benefits.
- Respect the confidentiality of records and information regarding teachers and staff in accordance with accepted professional ethics, and state and federal laws.
- Manage job descriptions and implement policies and procedures.
- Consult with the Principals on performance evaluations employees.
- Lead the recruiting, qualifying and hiring of potential candidates in conjunction with the Principals.
- Oversee the employee Benefits administration function for the school.

Facilities Management

- Ensures the cleanliness of the facilities and surrounding areas.
- Ensures compliance with all regulatory agencies.
- Supervises and evaluates the Facilities Manager.
- Ensure the maintenance of campus facilities by managing custodial personnel and custodial contracts.
- Monitors the maintenance and grounds of the three campuses.



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- Assist in the development and implementation of a facilities plan for all three campuses.
 - Ensures adherence to facilities plan.

Food Services

- Oversee the school's food services personnel management.
- Ensure adherence to Lunch Program budget as it relates to food and non-food items.

Technology

- Oversee information technology (IT) staff and contractors.
- Ensure the ongoing maintenance and updating of information systems and infrastructure, including hardware, software and applications.
- Manage all contracts with external IT vendors.

Marketing

- Coordinate school-wide marketing campaigns to raise awareness about the school, in an effort to boost top of mind awareness within the community.
- Lead the marketing efforts to systematically and predictably increase and maintain satisfactory enrollment for the schools.
- Develop and execute marketing strategies designed to promote the school across multiple media in a way that is consistent with the school's mission, vision and values.
- Organize and oversee a volunteer marketing committee to execute on the strategies.

Other Responsibilities

- Works with the Principals to ensure integrity of the organizational structure and communicate organizational culture.
- Assess challenges and develop solutions around Providence hall school-level operations, including but not limited to food services, facility needs, business office and technology.
- Secure contracts and manage relationships with consultants, outsourced vendors and service providers to ensure all services are being provided completely, effectively and efficiently.
- Ensures the proper maintenance of the buses and other physical assets within the Transportation functional area.



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- Report to the Board of Trustees on operations ensuring the continuous flow of information regarding financial transparency and all business operations.
 - Coordinate with the Division of Risk Management and other insurance providers, including obtaining quotes and assisting with insurance applications and processing.
 - Oversee the Purchasing function for the systematic and cost-effective procurement of goods and services for the school.

Physical Requirements

The Essential Job Functions present no physical risks or hazardous conditions outside of typical risks and conditions customary to a job of this type. The Essential Job Functions typically require the following:

- Carrying, lifting, pulling (10lbs.- 100lbs.+) 10%
- Walking/standing/sitting/other 90%

Major equipment used to perform the Essential Job Functions:

- Personal Protective Equipment (PPE)
- Ladders, carts, dollies, hand-trucks, etc.
- Office, workroom and classroom equipment
- Specialized equipment for students with disabilities
- Cleaning equipment and supplies
- Personal computer, including Apple computers

Disclosures

All Essential Job Functions and other requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Non-exempt employees complete their work on-campus. No off campus or overtime work is authorized for non-exempt employees except by approval of the school board, director or business manager.

School policy requires the use of Personal Protective Equipment (PPE). It is expected that all employees working for the school will always take appropriate personal safety measures and precautions to minimize the risk of injury to self and others while performing Essential Job Functions or other duties as required. The school budget provides for such PPE. The school has procured safety materials and supplies for this purpose and stores them in the custodial and maintenance closets and/or storerooms for employee, student, volunteer or visitor use. Employees or others who do not use appropriate PPE put themselves and others at risk of injury



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or death and violates school policy. An employee's failure to use PPE may result in employee discipline or termination of employment.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties as requested by the Director/Principal, School Administration, Human Resource Department, Business Manager or Governing Board. All school handbooks, manuals, policies and procedures maintained by the school are not contractual in nature, and therefore may be waived, suspended, amended or abolished at the sole discretion of the school at any time.

This document does not create an employment contract, implied or otherwise or the expectation of continued employment. The school is and will maintain an "at-will" employment relationship with all employees. The employment relationship may be terminated at any time by either party for any reason, or for no reason, with or without cause and with or without notice. The school reserves the right to update, amend, change or abolish any or all provisions of this Job Description at any time.

Equal Employment Opportunity (EEO) Policy Statement

It is the policy of the school to promote equal employment opportunities through a positive continuing program. The school is an equal opportunity employer. The school will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, sex, religion, national origin, disability, veteran status, age marital status, or any other group protected by law.