



DIRECTOR OF SCHOOL OPERATIONS

OUR MISSION

Through academic rigor, character development, and a structured learning environment, Soleil Academy Charter School ensures that every transitional kindergarten through 5th grade scholar has the foundation necessary for college success and a future bright with opportunity.

THE POSITION

The Director of School Operations (DSO) will serve as a critical member of the Soleil Academy school-based leadership team and the campus operations team. The DSO will lead the implementation of school-specific systems, working in close collaboration with and reporting directly to the School Leader.

The operations team aims to ensure that teachers and leaders can focus as much attention as possible on instruction. To make that possible, the DSO will consistently follow through on key responsibilities associated with campus operations, enrollment, attendance, facility, risk management, finance, and collaborate with academic leaders to inform operational decisions.

KEY RESPONSIBILITIES

- Serve as a member of the school-based leadership team
 - Collaborate with the School Leader to create and manage adjustments to the school's master schedules; implement assessment systems; and implementation of arrival and dismissal procedures
 - Coordinate employee PTO and coverage responsibilities and lead communication with staff
 - Lead school operations professional development for staff including training teachers on the logistics and ensuring compliance, preparing testing materials, conducting make-up assessments, etc.
 - Support school leadership team in disseminating school-based communications (i.e. huddle announcements, weekly memos, etc.)
 - Lead strategic decisions as operational needs arise for students, staff, and leadership
- Lead school-based operations
 - Meet regularly with the campus operations team including School Operations Manager, enrollment, tech teams to collaborate on problem-solving and planning
 - Collaborate with campus operations team to implement systems related to arrival and dismissal, meal services, and technology asset management, and facility operations



- Develop and support the planning and execution of family engagement initiatives, communications, and events
- Collaborate with shared site leaders for logistics and facility needs
- Oversee resources provided to all staff, including classroom resources
- Supervise and monitor daily accounting of school, including accounts payable and receivable, cash receipts, payroll and benefits, general ledger, taxes, and allocation of non-financial resources in collaboration with the Operations Manager and contracted vendors.
- Coordinate food service bids and contract for all student meals in conjunction with vendor selected and with the Operations Manager.
- Provide verbal and written reports for all Board Meetings, in coordination with Executive Director
- Plan and arrange logistics for regularly scheduled board meetings
- Manage student enrollment, attendance, and truancy process
 - Maintain frequent communication with families for enrollment and attendance, problem-solve student attendance issues and ensure necessary stakeholders receive communication
 - Oversee our Student Information System, PowerSchool
 - Organize truancy action steps for stakeholders and implement region-wide systems at the school level for truancy and attendance initiatives
 - Manage and execute school-based recruitment and re-enrollment responsibilities
 - Collaborate with campus operations team to coordinate and execute logistics for newly enrolled or withdrawn students
- Maintain facility operations
 - Develop and execute a plan for the school-based physical environment and lead school-based planning of classroom assignments, furniture, etc. and train staff and leaders on these systems
 - Collaborate with campus operations team on long-term space planning to maximize facility utilization
 - Participate in regular facilities walkthroughs with the campus operations team
- Lead school-based risk management process
 - Lead school-based efforts and compliance with safety systems, protocols, and monthly drills
 - Ensure compliance with building access and front-office safety protocols
 - Collaborate with the management team to respond to safety incidents
- Manage the school budget
 - Collaborate with various stakeholders throughout the school to manage their budgets (grade levels, student supports, etc.) to ensure compliance.
 - Manage school-based annual budget, credit card, and credit card reconciliation and plan and execute school-based purchasing (i.e. supplies, furniture, etc.)
 - Report to and collaborate with Executive Director throughout budgetary process
 - Manage supply inventory and distribution to staff



COMPETENCIES

- Believes deeply that all students can learn and deserve a high-quality education
 - Demonstrates knowledge of and respect for the culture of the community served
 - Develops strong relationships based upon trust, respect, and achievement of common goals
 - Takes initiative to achieve exceptional results
 - Managing time and resources effectively, prioritizing efforts according to organization goals
 - Follows through on commitments and promises with an appropriate sense of urgency
 - Plans carefully to meet both short- and long-term goals and holds themselves accountable to meeting goals
 - Uses data to solve problems and teaches others to do the same
 - Perseveres through challenges and is adaptable to change
 - Anticipates and identifies problems in a timely manner
 - Proactively develops contingency plans in advance of unforeseen circumstances
 - Demonstrates flexibility when plans or situations change unexpectedly
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THE QUALIFICATIONS

Required:

- Bachelor's degree
- Knowledge of school finance, budgetary planning, and accounting principles
- Proficiency in Microsoft Excel and other financial management and human resources software
- Excellent technical writing and organizational skills
- Superior data management and reporting abilities
- Prior leadership roles with demonstrated strong results
- Demonstrated ability to multitask effectively and prioritize strategically
- Ability to approach situations with optimism and perseverance
- Willingness to take personal responsibility
- Openness to feedback on performance and eagerness to improve in effectiveness
- Strong communication and interpersonal skills
- Unquestioned integrity and commitment to Soleil Academy's mission and vision
- TB Clearance
- Background check

Highly preferred:

- Spanish speaker
- A minimum of 3 – 5 years of work experience
- Experience in school finance, governance and fundraising
- Experience coaching, managing or leading a team of adults
- Strong record of helping students from educationally underserved neighborhoods achieve success



THE APPLICATION

- For further information contact Beatriz Gutierrez, Executive Director, by email at bgutierrez@soleilacademy.org . To apply, click here <http://www.soleilacademy.org/join-our-team.html>.

Charter School acknowledges and agrees that all persons are entitled to equal employment opportunity. Charter School shall not discriminate against applicants or employees on the basis of race, color, religion, sex, gender, gender expression, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other characteristic protected by California or federal law. Equal employment opportunity shall be extended to all aspects of the employer-employee relationship, including but not limited to recruitment, selection, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and dismissal from employment.
