

School Operations Specialist

Who We Are

The Social Justice School is a public charter school committed to educating scholars in historically underserved communities in Washington, DC. Our mission is to catalyze an integrated community of middle-school learners to be scholar-activists who are designers of a more just world.

What You Will Do

We are seeking an experienced School Operations Specialist who will be responsible for managing and executing upon all administrative aspects of our school's daily operations. These buckets of work include (but are not limited to): facilities management, supply procurement and ordering, school events, field trips, transportation services, stakeholder relationship management and schoolwide communication systems.

Required Qualifications

- **Bachelor's degree**
- **Minimum:** 3 years of relevant experience
- Experience with developing and maintaining productive working relationships with internal and external stakeholders
- Demonstrated ability to work with a team on collaborative projects
- Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment
- Relentless results-orientation
- A track record of driving results and achieving goals
- Ability to remain calm and solutions-oriented in high-stress situations
- Ability to proactively problem solve and anticipate challenges before they occur
- Ability to identify inefficiencies and generate creative solutions

Core Responsibilities

Facilities (20%)

- Serve as the main point of contact at the school for all facilities-related issues, including coordinating efforts among all facilities personnel, security personnel, and external vendors. This also includes the overall development and management of classroom environment rubrics, walkthroughs and emergency preparedness.

Procurement and Inventory (20%)

- Manage procurement and purchasing at the school site, including supplies, furniture and equipment, and information technology investments. Maintain inventory and manage fixed assets tracking. Work with teachers and administrative staff to implement procurement processes that synchronize with our organization's financial systems.

People Processes Management (20%)

- The School Operation Manager is responsible for directly managing our Operations Associate and the day to day responsibilities that come with the Main Office. Additionally, the Operations Manager will manage our paid time off policies and track all time off requests for instructional and non-instructional staff.

Finance and Compliance (20%)

- Maintains comprehensive knowledge of the parent engagement Title I requirements and provides recommendations on ways for our school to engage stakeholders. Oversee financial aspects of school operations by tracking spending and identifying trends within student and office supply budget lines. Conduct semi-annual evaluation of parent involvement program and overall parent satisfaction. Updates parent involvement policy and school-parent compact annually to meet the changing needs of the parents and the school

School/Community Support (20%)

- Identify new systems and programs for efficient school operations and process improvements. Provide consistent support for student recruitment initiatives .Manages and executes the planning of all school field trips. Establishes an annual event calendar. Manages daily operations of transportation services. Supports academic events where parents are concerned (e.g. Academic Content Night)

In addition to the required qualifications, the following mindsets and experiences are highly valued for all staff members:

Designer/Entrepreneurial Mindset

- A designer's mindset (the willingness to innovate with discipline)
A belief that mental wellness is at the core of academic success
- An entrepreneurial mindset, including flexibility and comfort with ambiguity
- The ability to be vulnerable and wrestle with discomfort when you might not know the right answer

Social Justice Mindset

- An equity-centered mindset and an advocate for social justice issues
- A focus on the community over the individual (i.e. there is no "I" in team)
- A belief that young people have the capacity to change the world

Committed to Family Engagement

- Establish and maintain relationships with scholars and families based on trust and respect
- Communicate effectively and often with families to communicate scholar progress, triumphs, and challenges
- Attend and support monthly Family Nights/events that invite families into the building