

Prodeo Academy



Job Title: Senior Operations Manager

OVERVIEW

Prodeo Academy, a PK-4th grade public charter school serving North Minneapolis, is a meaningful education solution that is closing the achievement gap through data driven instruction in a culture based on a foundation of five core values: Perseverance, Respect, Integrity, Development and Enthusiasm. Shared expectations around these values enhance the opportunity for our scholars to reach their full potential. We are looking for team members committed to helping our students access greater opportunities, achieve future success, and contribute to the vitality of our community.

VISION FOR POSITION

The Senior Operations Manager will be a servant-leader and a critical member of the team at Prodeo Academy's Minneapolis Campus. The individual will report to the Vice President of Operations and Compliance, will work in close partnership with their school's Principal, and help to lead the School Support Team staff on their campus. The position requires strong collaboration and communication skills, and the ability to effectively manage diverse functional areas and direct strategies through to execution.

Key Performance Responsibilities

School Operations, Compliance, and Facilities

- Build a close working relationship with the School Principal and provide strong non-instructional support and problem solving.
- Manage key school support areas, including student enrollment, student food service, reporting, emergency procedures, student health, school events, and procurement.
- Manage the use of the school's student information system to ensure that it includes accurate data with respect to attendance, grades, etc.
- Support academic team with administration of student testing.
- Order and maintain all inventory for the school, ensuring that the school adheres to policies with respect to inventory, asset allocation and asset tracking.
- Oversee daily bus transportation including managing day-to-day communication with the bus company.
- Ensure successful completion of compliance reporting to the local, state, and federal government.
- Manage the custodial team and ensure that the facility is well maintained and becomes a source of pride for the school community.
- Help to oversee the school's front office functions, and ensure a high level of customer service for all school stakeholders.
- Work with staff members to assist in the preparation for and running of school-wide events, including Family Chats, Orientation, and Parent Teacher Conferences, by ensuring that all set-up, coordination and breakdown is complete

Skills & Requirements, Desired Qualifications

Knowledge & Skills:

- Excellent organization and project management skills; ability to implement programs, manage details, and

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work independently.

- Ability to develop, revise, and implement procedures and systems; and ability to manage multiple projects and set priorities accordingly.
- Strong judgment and decision-making skills.
- High tolerance for ambiguity, changing work priorities and deadlines, and a willingness to take on responsibilities and to prioritize work on multiple projects.
- Highly detail-focused and results-oriented.
- Ability to communicate and interact effectively with multiple constituencies including parents, staff and students.
- Team-player attitude and strong customer-service orientation.
- Excellent organizational, planning, and implementation skills.
- Excellent written and verbal communication skills.
- Demonstrated initiative, leadership, and tenacity.
- Passion for the Prodeo Academy mission.

Qualifications:

- Bachelor's degree in business or a related field.
- Experience working in or with K-12 schools preferred.
- Computer literacy: Highly proficient in Microsoft Excel, PowerPoint, and Word.
- Strong organizational, leadership, analytical and writing skills.

Salary and Benefits

- Final job title TBD, based upon qualifications and experience.
- Salary TBD, based upon on qualifications and experience.
- Status: Full Time, Monday – Friday with occasional night and weekend commitments.
- Location: 620 Olson Memorial Highway, Minneapolis.
- Benefits: Health, dental, vision, life insurance, short-term disability, retirement, personal time off, holidays.

HOW TO APPLY

To apply, please send a cover letter and resume to

Chancey Anderson
Chief Academic Officer
chanceyanderson@prodeoacademy.org

**Prodeo Academy is an equal opportunity employer.*

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