

Prodeo Academy

Job Title: VP of Operations and Compliance



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 VP of Operations and Compliance role will be a member of Prodeo Academy's Executive Leadership Team, will lead Prodeo's operations and back-office School Support Team, and will be integral to ensuring sustainable growth and advancing the mission of the organization. The individual will report to the Executive Director and work in close partnership with the Chief Academic Officer and school principals. The role will be responsible for managing the functional areas of school operations and facilities, human resources, outreach and enrollment, information technology, and finance and budgeting. The position requires strategic vision, excellent communication skills, and the ability to effectively manage diverse functional areas and direct strategies through to execution.

Performance Responsibilities

School Operations, Compliance, and Facilities

- Oversee key school support areas, including student enrollment, student food service, student transportation, front office, information technology, school-wide communications, equipment, supplies, and building operations.
- Manage or oversee management of third-party vendors that support key operations functions (e.g., finance, HR, IT, student data, janitorial).
- Serve as senior point of contact on all internal/external safety or security matters (staff, students, parents/guardians, neighbors, community).
- Understand Prodeo's facility leases and serve as point of contact with landlords on lease issues and critical property matters.

Finance

- Serve as point of contact on all financial matters – budget, reporting, compliance, and annual audit.
- Oversight of budgeting and forecasting process for each Prodeo school.
- Oversight of payroll systems and coordination with back-office provider to ensure efficient accounting practices and adequate controls.
- Ongoing analysis of financial and reporting trends and developments that impact Prodeo's financial outlook and maximize resources for Prodeo's classrooms and students.

Human Resources

- Oversee Human Resources at Prodeo Academy, ensuring that all employees have appropriate HR support.

PERSEVERANCE RESPECT INTEGRITY DEVELOPMENT ENTHUSIASM

620 OLSON MEMORIAL HIGHWAY, MINNEAPOLIS, MINNESOTA 55411

WWW.PRODEOACADEMY.ORG

(763) 205-9950

- Serve as school's point of contact, with outside HR specialist, on all HR matters.
- Ensure Employee Handbook meets all external and internal requirements (legal, regulatory, Public Charter School Board, school).
- Ensure appropriate onboarding and offboarding practices.
- Manage annual benefits renewal negotiation and selection process.
- Knowledge of current trends and related laws and regulations to ensure proper compliance and policies regarding Human Resources.

Legal

- Serve as school's point of contact with outside counsel on business, employment, finance, and related matters.
- Review, edit, and make recommendations on critical legal matters and documents.
- Serve as school's point of contact with insurers.

Enrollment and Outreach

- Managing all outreach and recruitment efforts and ensuring that Bright Star is effectively reaching its potential pool of applicants and communicating the benefits of enrolling at our schools.
- Oversight over enrollment planning and implementation for all schools and ensuring that families have a positive experience throughout the enrollment and admissions process.
- Ensuring that all schools continue to establish themselves as “community schools” by engaging with and actively participating in their communities.

Strategic Initiatives and School Development

- Support in the drafting and preparation of proposals, memoranda, operational plans and other documents in support of the Chief Academic Officer and Executive Director.
- Overseeing special projects that are focused on resolving or escalating high-impact strategic issues that develop at Prodeo Academy.
- Project management, as needed, for the coordination of various third-party partnerships, including non-profit and corporate partnerships.
- Support in Prodeo Academy's school expansion, facility development, and other growth efforts.

SKILLS & REQUIREMENTS, DESIRED QUALIFICATIONS

General Requirements

- Innovative, adaptable and a creative thinker.
- Team-player attitude and strong customer-service orientation.
- Passion for the Prodeo Academy mission.
- Bachelor's Degree, Master's Degree, and significant K-12 education experience required.

Knowledge & Skills

- Strong organizational, leadership, analytical and writing skills.
- Knowledge of charter school operations, procedures, and policies
- Ability to communicate and interact effectively with multiple stakeholders.
- Able to multi-task and work in a fast-paced entrepreneurial environment.
- Working knowledge of good management practices including financial accounting and reporting, human resources, planning and implementation, and information technologies.
- A strong sense of integrity, ethics and drive to achieve.

PERSEVERANCE RESPECT INTEGRITY DEVELOPMENT ENTHUSIASM

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: Primarily at 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

Rick Champion
Executive Director
rickcampion@prodeoacademy.org

**Prodeo Academy is an equal opportunity employer.*

PERSEVERANCE RESPECT INTEGRITY DEVELOPMENT ENTHUSIASM

620 OLSON MEMORIAL HIGHWAY, MINNEAPOLIS, MINNESOTA 55411 WWW.PRODEOACADEMY.ORG (763) 205-9950