

Position Description: School Site Business Operations Manager

Organizational Overview

Founded in 2006, Rocketship Education (www.rsed.org) is a California-based 501(c)(3) nonprofit corporation whose mission is to eliminate the achievement gap by building a national school system of K-5 charter schools. Rocketship Education is the leading public school system for low-income elementary students. In pioneering its transformative public school model, Rocketship has delivered exceptional academic results through a focus on developing outstanding educators, empowering parents to advocate for their children and communities, and individualizing instruction for all students.

Rocketship strives to eliminate the achievement gap in our lifetimes by partnering with cities, school districts, and communities across the US that share a similar sense of urgency. By bringing Rocketship schools to thousands of low-income students and inspiring other public school systems to adopt similar practices for high-quality, scalable impact, this ambitious goal is attainable.

The Position

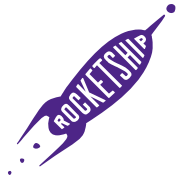
Rocketship is hiring for a new role we are implementing in the winter/spring of 2013: the school site-based Business Operations Manager, or BOM. Each school will have one full-time, fully-dedicated BOM focused on its business, compliance, and logistics needs. All BOMs will report into the Regional Business team, with a strong dotted-line relationship with the school Principal. The primary purpose of the BOM role is to provide direct support to the school, ensuring that the Principal and other School Leaders are delighted with the level of service they receive, while also helping ensure the school is safe, compliant, efficient, and financially sound.

Responsibilities

As this is a new role, the exact list of responsibilities is still under development. However, we are posting this initial summary of responsibilities now, given that we would like to begin bringing on BOMs quickly, and that we are excited to find BOMs who will enjoy helping to shape the role as we learn what works and what doesn't.

Initial list of likely BOM responsibilities

- Manage food service operations, including managing staff, serving as main contact with meal vendor, ensuring compliance, conducting local audits, and ensuring meal program financial health
- Own procurement and purchasing for the school site. Work with school to understand needs, place orders, inventory items received, handle returns/exchanges, etc.
- Hire, manage, and evaluate all hourly school support staff, including those working on lunch and arrival/dismissal



- Coordinate logistical, compliance, and technology side of administration of selected assessments, including NWEA MAP, STAR, CELDT, Physical Fitness, and Hearing & Vision testing
- Serve as main owner of school safety processes and compliance, including administering trainings, running drills, and conducting safety audits. Partner with Principal to respond to emergencies.
- Manage facilities-related needs, including scheduling/meeting vendors and handling after-hours facilities emergencies
- Provide support for Principal on finance-related topics, including around budgets, cash collection, and invoice approval
- Serve as on-site HR compliance contact, including completion of new hire and benefits paperwork and collect personnel file items
- Serve as on-site IT contact, including managing IT assets, assisting staff with IT issues as able, and serving as main touchpoint to central IT staff
- Manage arrival and dismissal
- Manage start-of-year logistics around move-in (most relevant for new schools)
- Own free/reduced-price lunch application process, including validating forms and running income verification process
- Run weekly and monthly attendance reports, serve as main point of contact for PowerSchool administrator for needs related to compliance reporting

Qualifications

- Minimum 2 years of relevant experience, with school-based experience preferred
- Managerial experience preferred but not required
- Strong PC-based computer skills, and ability to quickly adapt to new computer programs and software
- Experience in a fast-paced, highly analytical, entrepreneurial environment – with ability and desire to help shape a new role and flexibly shift responsibilities over time as the role and department evolve
- High tolerance for ambiguity, changing work priorities and deadlines, and a willingness to take on responsibilities and to prioritize work on multiple projects
- Excellent interpersonal communication skills, including on sensitive topics
- Skill at communicating respectfully and empathetically with student families. Spanish language proficiency preferred but not required.
- Team-player attitude and strong customer-service orientation
- Demonstrated ability to be detail-oriented, organized, and resourceful
- Ability to proactively manage multiple critical deadlines and quickly and confidently adapt in a fast-paced environment, independently following through on completion of tasks and responsibilities



- Skill at building strong working relationships with people in both senior- and junior-level roles, both within and beyond Rocketship
- Ability to treat sensitive issues with respect and empathy and maintain strict confidentiality where required
- Passion for Rocketship’s mission, matched with a strong work ethic
- Belief that all students can achieve academic success

Compensation

Commensurate with qualifications and experience, plus excellent health and welfare benefits, 403(b) retirement plan, flexible spending account (FSA), and paid time off.

Hiring Process

If you are interested in this opportunity, please go to <http://www.rsed.org> to submit your resume.

Rocketship Education provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Rocketship Education complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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