

Regional Manager of Operations, Bay Area

Organizational Overview

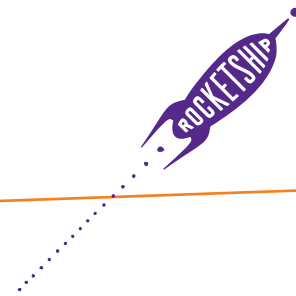
Rocketship Education (www.rsed.org) is a network of public K through 5 charter schools serving primarily low-income students in neighborhoods where access to excellent schools is limited. Using a blend of traditional instruction, adaptive technology and targeted tutoring, Rocketship strives to meet the unique needs of each and every student. But we believe that truly transformative schools do more than educate students; they empower teachers, engage parents and inspire communities. Together, we can eliminate the achievement gap in our lifetime.

Rocketship is based in San Jose, but we realize the achievement gap stretches across the nation. We're opening new schools every year to help reach the millions of students striving in underperforming schools every day.

The Position

The Regional Manager of Operations, Bay Area will help shape the work of the Regional Operations Team in a full-time, exempt position reporting to the Bay Area's Regional Director of Operations. The Operations Manager will be responsible for supporting the successful completion of non-achievement-related tasks at all schools while continuously helping the team to evolve the Regional support model. The initial set of responsibilities is outlined here, but there will be significant flexibility and evolution around team roles as we work together to optimize in our new structure:

- Support school-based Business Office Managers (BOMs) on operational topics in the schools, including designing, developing and running professional development sessions;
- Design and develop BOM onboarding process;
- Manage at least two direct reports, BOMs-in-training, especially around the topic of school start up;
- Coordinate and fill business needs for startup schools (including filings, procurement, move-in/setup, project management, etc.) – manage start up school BOMs and help them to project manage the process;
- Coordinate the National School Lunch Program across the region, serving as the primary point of contact for Assistant Principals running the lunch program at each school site, and for our lunch vendor Revolution Foods; lead trainings, conduct quarterly audits, report data to the state, and provide overall support for schools;
- Manage regional contracts (work with Legal and Strategy & Scalability Teams) and manage vendor relationships, e.g. janitors, copiers, food, YMCA;
- Monitor and execute regional requirements for authorization, funding and general school operation, e.g. Title IX, McKinney-Vento Homelessness Act, FSA, CARS app requirements, LEA Plans, CSNs, CDS Codes, ASES grant applications;
- Identify key strategic areas of need and engage with Facilities Portfolio Manager to make sure that schools' reactive and preventive maintenance needs are addressed and tracked systematically;
- Identify key strategic areas of need and engage with our IT team to make sure schools have adequate services/support;



- Apply a process-improvement lens to all work done to drive toward increasingly effective and efficient execution of business tasks at the Regional level. Provide feedback to the National Business team.

Qualifications

- 4+ years experience as a project manager, preferably in an educational setting
- 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
- Enjoyment of “on the ground” work combining project management and direct execution of detailed processes. Obvious team-player attitude and customer-service orientation
- Skill at building strong working relationships with people in both senior- and junior-level roles, both within and beyond Rocketship. Experience “managing through influence,” driving results requiring contribution from multiple stakeholders without direct oversight
- Excellent planning, analytical, and critical thinking skills
- Evident passion for Rocketship’s mission, matched with a strong work ethic
- Ability to be detail-oriented, organized, and resourceful, proactively managing multiple critical deadlines and adapting quickly and confidently in a fast-paced environment
- Proficiency in Microsoft Word, Excel, and PowerPoint, and the ability to quickly learn new IT applications
- Experience as a K-12 classroom teacher preferred though not required
- Bachelor’s degree required; Master’s degree (business, public administration, policy) preferred

How to Apply

To submit your resume, cover letter and other materials, please go to the following link:

<http://www.rsed.org/>

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