



Director of Operations

Job Summary

A school that is strong in its operations can devote 100% of its attention to academic excellence. Ivy Hill Prep will be that school. We are looking for a passionate, driven, detail-oriented **Director of Operations** who will create and execute the operational foundations of Ivy Hill Prep. The **Director of Operations** will be responsible for all day-to-day operations, work directly with a range of vendors and the school's back-office provider, and lead the operational staff of the school. The **Director of Operations** ensures implementation and maintenance of clear systems that allow leaders and teachers to focus on student learning and outcomes.

Key Responsibilities

- Manages all operational needs of the school, including the facility, all financial operations, entrance and exit procedures, attendance, school food, record-keeping, and human resource functions
- Creates a detailed start-up checklist and ordering list to ensure that the school starts each year prepared and fully stocked
- Manages and oversees the school's physical condition through daily, weekly, and monthly audits
- Ensures school-wide compliance with health and safety laws, charter contracts, state education mandates (including staff fingerprinting), teacher certification, and all federal and state workplace regulations
- Manages the enrollment process, including community outreach events, marketing, student lottery, registration, and family engagement events
- Tracks student admission applications and maintains waitlist
- Acts as the primary liaison with the back-office provider for the day-to-day management of the budget, payroll, purchasing procedures, tracking, and financial reporting
- Acts as the primary liaison with the school's technology firm
- Co-leads in the planning and execution of school events
- Creates and manages logistical systems within the academic program
- Assists with schoolwide transitions and routines until completely internalized by students and staff
- Creates and manages teacher, student, and classroom schedules
- Leads the operations staff of the school, including the Office Coordinator
- Staffs the Main Office when Office Coordinator is unavailable or not present, and ensures the smooth operation of the main office, including mailings, attendance reporting, office machine maintenance, etc.
- Manages relationships with all operations vendors, including food services and custodial services
- Steps in as a leader on ad hoc tasks and projects wherever necessary to build a strong school environment
- Upholds high expectations environment in main office and all parts of the school

- Ensures the physical and emotional safety of all students and staff by consistently evaluating the school culture and environment

Key Competencies & Qualifications

- Commitment to, belief in, and alignment with the mission of the school, its goals, and educational philosophy
- Leadership and management experience, including contracted vendor services
- Extensive data management and reporting skills
- Proven ability to multitask effectively and prioritize strategically
- Analytical approach to designing and iterating systems based on feedback and results
- Experience working with budgets, accounting, and allocation of school resources
- Excellent verbal and written communication skills
- Communicates well with others and demonstrates strong interpersonal skills with students, parents, colleagues and community members
- Strong growth mindset, with a willingness to take personal responsibility, able to internalize and apply feedback with immediacy, dedication to effectiveness and excellence
- Three to five years of experience in operations and finance preferred
- Unwavering high expectations for all students
- School-based experience highly preferred
- Minimum requirement of a bachelor's degree, advanced degree preferred

Salary & Benefits

Ivy Hill Prep offers a competitive salary, comprehensive health benefits, and retirement benefits. Aside from extensive professional development, all of our staff members are equipped with a laptop computer, email, high-speed internet access, and all necessary instructional supplies.

Commitment to Diversity

Ivy Hill Prep is an equal opportunity employer and actively encourages applications from people of all backgrounds.

Apply Now!

Please send a resume and cover letter to both info@ivyhillprep.org.