



## **Supervising Director of Operations**

**Start Date:** May 21, 2018

**Location:** Harlem, NY

Neighborhood Charter School: Harlem has been chartered by the New York State Education Department and opened in Central Harlem in August 2012 with kindergarten and first grade. Neighborhood Charter School: Harlem currently serves grades K-6 and we will add a grade each year until the school accommodates scholars in kindergarten through eighth grade. The school has an accomplished and committed Board and support Network, and is one of the highest performing schools in the city. We are looking for experienced educators who are excited by the challenge of being part of a new school and have the dedication and motivation to make it happen.

### **Mission of the School**

Our mission is to provide the children of Harlem with new educational opportunities through a rigorous, comprehensive K-8 program that cultivates the intellectual, social and emotional development of each child. Our students, who will include high functioning children with autism spectrum disorders, will become independent learners and critical thinkers, will acquire the academic skills that they need to succeed in college preparatory high schools and will exhibit the social and emotional skills that will allow them to reach their full potential.

### **The Opportunity**

The Chief Operating Officer (CoO) of NCSH is seeking an a highly organized, detail oriented, energetic operational leader who ideally has experience in the (Charter) Education world and is committed to urban education. We are looking for someone with prior leadership experience and someone who is excited by the challenge of working for a growing organization that has plans to replicate.

In the 2018-2019 school year, NCSH will be one school in three locations. The Senior Director of Operations will be responsible for the day-to-day operations at all campuses. He/She will oversee the operational policies and procedures of the school, including recruitment, admissions, technology, transportation, facilities, etc. The successful candidate will be high-energy, hands-on and willing to do whatever it takes. He/She will work very closely with the CoO of NCSH and be the leader of the Operations team.

### **Responsibilities**

- Maintain existing and establish new effective data management systems (e.g., enrollment and admissions procedures and records; attendance procedures and records, etc.)
- With the support of the CoO, ensure compliance with all state, federal, and local employment laws and policies
- Oversees the school's facility; manages maintenance, renovation and construction
- Develops and implements the school's safety plan
- Ensures compliance with health regulations including overseeing the school nurse
- Oversees technology needs and operations

- Recruits, hires, trains and manages administrative and operations personnel in coordination with the Director of Talent, including annual performance evaluation of administrative and operations personnel
- Develops, modifies and implements the school's student recruitment/outreach plan, in cooperation with the CoO
- Coordinates effectively with the DOE in such areas as transportation, food, etc.
- Coordinates and supports parent/family education and community events
- Participates in the management of the school as a member of the Leadership Team
- An entrepreneurial spirit and willingness to do whatever it takes to ensure the school's success
- Supervise the Directors of Operations at each campus, therefore ensuring excellence of the entire Operations staff across all campuses
- Create goals for the NCS's Director of Operations
- Develop and facilitate ongoing professional development for all Operations Team members

**Educational Background and Work Experience:**

- At least a Bachelor's degree
- 3-5 years+ experience in operations management and/or teaching preferably including experience in a non-profit organization
- Strong interest in and commitment to education and academic achievement
- Highly detail oriented
- Strong organization skills and ability to prioritize and manage time effectively while working in a fast-paced environment
- Demonstrated ability to understand the mission of the organization and establish, implement and maintain or modify systems and procedures that support the mission
- Ability to work productively with others, including school staff, parents, outside financial professionals and DOE personnel
- Spanish language proficiency is highly preferred

**Compensation**

We offer a very competitive salary and comprehensive benefits package.

**To Apply**

E-mail cover letter and resume to [jobs@ncsharlem.org](mailto:jobs@ncsharlem.org). Please type "Supervising Director of Operations" in the subject line of your e-mail.

*The Neighborhood Charter School of Harlem is an equal opportunity employer.*