



# Milwaukee Academy of Science

2000 W Kilbourn Ave - Milwaukee, WI 53233 - (414) 933-0302

**Title:** 24th Street Site Operations Manager

**Department:** 24th street site

**Classification:** Exempt

**Contract Length:** 215 Days

Founded in 2000, the Milwaukee Academy of Science is a K4-12th grade independent charter school serving nearly 1,400 in downtown Milwaukee. The mission of MAS is to graduate students prepared to compete successfully at the post-secondary level. African American students comprise 99% of the student body and over 95% of students qualify for free or reduced meals. Regardless of student background and external factors, MAS maintains the expectation that students should be on grade level and proficient on state assessments.

## Job Summary:

Under the direction of the Principal and highly collaborative with the Chief Compliance and Operations Offer, The Operation Manager helps ensure the school has a consistent culture across spaces, keeps our students safe, and ultimately enables instructional staff to focus on teaching and learning. Operation Managers oversee systems and processes like supply distribution, facilities and physical space maintenance, and transportation in partnership with all adults on campus to support our students. Partnering with the Principal, you will ensure your students receive an exemplary education. You will be managed by the School Principal and will lead a team of operations staff. At MAS, our School Operations Managers are deeply committed to leading their schools in operations leadership, school culture, and family and community engagement. This role runs the systems of lunch, arrival, and dismissal portions of the school day and completes other special projects as assigned by the Principal

### I. Position Relationships:

**Reports to:** Principal

**Coordinates with:** CAO, Chief Compliance and Operations Manager, academy administrators, and school teachers and other staff

**Manages:** Front Desk and Office Staff and Security Staff

### II. Position Responsibilities:

#### A. School Operations Leadership

- Leads all aspects of school operations, including facilities, food and transportation services, school schedules, rosters, student information database, visitors, etc.
- Manages operations staff and ensures the smooth operation of the main office.
- Ensures school-wide compliance with health and safety laws, charter contracts, state education mandates, teacher certification, and federal and state workplace regulations.
- Collaborates with the enrollment team with student recruitment efforts to ensure fiscal solvency of the school
- Collaborates with the District Information Technology Team to ensure a fully functioning technology infrastructure.
- Creates and oversees the school's budget, finances, and relationships with outside vendors.
- Ability to use data to drive improvements in systems and operations.
- Ensure attendance is up to date by Monday each week
- Implement action plans in response to student data
- Monitor and maintain the visitability and academic focus of our physical spaces
- Plan and execute school-wide events in collaboration with other staff members



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- Manage school-wide communications (i.e. newsletters, permission slips)

## **B. School Wide Systems Management**

- Own the logistics, staffing, and daily management of arrival, lunch, dismissal and physical space at your campus.
- Serve as the schools transportation coordinator, and is the first point of contact for all issues and concerns related to busing
- Coach/supervise Support Staff daily in upholding school wide systems and expectations through "in the moment coaching"
- With support and guidance of direct manager, design and lead professional development for staff focused on physical space and organization systems
- Manage the physical space of the building and all facilities-related needs, including scheduling/meeting vendors and handling after-hours facilities emergencies
- Supervise food service operations, including managing staff, serving as the main contact with meal vendor, ensuring compliance, conducting internal audits, and ensuring meal program financial health
- Support campus preparation for start-up/new school year (e.g. furniture, equipment, and classroom supplies) as well as ensuring that school services (i.e. student food services, student transportation services) are lined up and ready for action
- Ensure the maintenance of campus facilities by managing custodial personnel and third-party contracts for trash removal, recycling, and security
- Manage the school's food and transportation services by coordinating with service providers and overseeing deliveries
- Manage the school's supply and asset inventory

## **C. Compliance and Budget**

- Ensure your campus is financially responsible by providing support to the Principal on finance-related topics, including around budgets, cash collection, and invoice approval.
- Serve as the main owner of school safety processes and compliance, including administering trainings and running safety drills.
- Partner with Principal to respond to emergencies.
- Own procurement and purchasing for the school site. Work with Principal to understand needs, place orders, inventory items received, handle returns/exchanges, etc.
- 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.
- Support the logistical, compliance, and technology side of administration of assessments, including ACT Aspire and state tests, and health screenings like hearing and vision.
- Work with the school principal and finance staff to develop and manage the school's budget.
- Supervise and maintain accurate records of all financial transactions and submit them to the finance staff for processing
- Participate in monthly meetings to review/account for budget variances; monitor usage of the school credit card
- Ensure adherence to school's fiscal policy and procedures; participate in annual financial audit process by providing documentation as needed to auditors
- Manage school purchasing process by placing orders with vendors, tracking delivery and maintaining inventory
- In collaboration with the Talent Acquisition Manager, Process new hires and maintain employee records to prepare the facility for occupation
- In collaboration with the Talent Acquisition Manager, manage the tracking and follow up regarding teacher certification and employee benefits
- With the support MAS district team, ensure compliance with all state, federal, and local employment laws and policies



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## **D. Family and Community Engagement**

- Communicates regularly with families about their children's performance, school policies, trips, and events;
- Builds and fosters relationships with community leaders and organizations, including maintaining a robust database of community organizations.

## **E. School Culture**

- Builds a joyful and rigorous school culture;
- Supports the Principal in fostering consistency in academic and behavioral expectations;
- Ensures that traditions and rituals that support the college mission are built and maintained, grade by grade, year to year.

## **F. Perform other comparable duties of a like or similar nature as assigned**

- Help complete necessary school wide duties for the successful and orderly functioning of the school (e.g., hallway supervision, arrival/departure transitions, field trips, incentives, etc.) and other such duties as the Principal may request from time to time.
- Provide appropriate supervision of students during class, breaks, meals, specials, and transitions to maintain an optimal work environment and to ensure students' safety and well-being;
- Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge.
- Keeps abreast of changing developments, trends, instructional and educational technologies.

\* Perform other duties as assigned by the School Principal

## **III. Qualifications and Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Three to five years of experience managing and leading a team in a school setting
- Strong management, strategy, operations and communication skills with an ability to build relationships with all stakeholders to advance the school's mission
- A proven track record of setting goals, action plans and achieving results during challenges
- Bachelor's Degree Required
- Experience in K-12 schools Required
- Experience in K-12 schools with similar student demographics as MAS preferred.
- A master's degree in education or a related/relevant field preferred