



FirstLine Schools

School Operations Manager

FirstLine Schools

The mission of FirstLine Schools is to create and inspire great public schools in New Orleans. We do this by directly operating non-selective public schools and by developing training programs for teachers and school leaders across New Orleans.

Our schools prepare students for higher education and fulfilling careers by:

- Ensuring high achievement for all students.
- Providing a rich variety of educational experiences to nurture students' social and emotional development, love of learning, and aspiration to achieve their educational and career goals.
- Developing the skillfulness of our staff and creating sustainable working conditions that facilitate their success.

FirstLine Schools takes the charge of closing the achievement gap seriously. We support, develop and hold accountable our students, staff and administration for high student academic achievement and transformative programming.

Position Summary:

The School Operations Manager oversees operations at a FLS school site. The SOM manages and coordinates finance, administration and general school operations in order to support student achievement and financial stability by allowing the school leaders to focus on student achievement. The SOM is a member of the site's leadership team and the position is based in the school building. To execute his/her responsibilities, the SOM works closely with the FLS network business office and network leadership staff. This is a year round position.

The School Operations Manager is responsible for the on-site coordination of:

- Operations
- Financial Administration
- Human Resources Management

FirstLine Schools School Operations Manager

Areas of Responsibility

Operational Functions:

- Responsible for site level procurement of supplies, materials, equipment, and inventory management
- Local manager for transportation, foodservices, facilities maintenance, security and other third party service contracts, ensuring ongoing monitoring and implementation of contracts
- Manage free and reduced lunch program/process, including application process
- Coordinate technology implementation including planning, procurement and training
- Manage student recruitment (including demographic analysis, communication strategy, marketing and process management)
- Manage student enrollment insuring all enrollment targets are met
- Prepare and maintain internal and external reports
- Support all operational and logistical projects for start up operations as appropriate
- Respond and resolve internal and external inquires of parents, employees and school organizations

Financial Administration Functions:

- Responsible for site level budget monitoring and management, with input into budget development
- Review monthly financial reports and update monthly financial estimate templates
- Coordinate with the grant writers for all federal, state, and local grant applications and reporting
- Prepare drawdown requests for state funds
- Manage and reconcile school's petty cash funds
- Provide financial oversight including invoice approval as appropriate
- Manage accounts payable and payroll processes if appropriate
- Oversee and support internal and external audits

Human Resource Management Functions:

- Manage and evaluate day to day activities of designated non-instructional staff
- Support Director of Talent Management/HR to implement policies and procedures including staffing paperwork

Position Requirements

Education & Experience

- BA or higher degree in Business, Accounting or Finance
- 3-5 years experience in business, accounting, finance, operations, school management
- 1-2 years in management or leadership role managing 5-10 employees

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- Experience in schools a plus

Skills & Attributes

- Demonstrated success monitoring budgets of \$1 million or more
- Demonstrated success managing service level agreements and contracts
- Operations and facilities management experience
- Knowledge of financial modeling using Excel and cost analysis
- Experience with staffing processes and general human resources procedures
- Dedication to the FLS mission and vision for open admissions education
- Demonstrates persistence in overcoming obstacles
- Demonstrates a drive, commitment and sense of urgency that inspires others
- Implements and monitors relevant work to high standards
- Proactively approaches others and values their input
- Holds employees and colleagues accountable for achieving results
- Good at multi tasking and well organized
- Demonstrates good judgment and strong problem solving orientation

Position reports to

Chief Operating Officer

Dotted line reporting to School Director

Compensation

\$40,000-\$55,000

Comprehensive benefits package

To apply

Visit www.firstlineschools.org

Or write Lauren Rachal, Recruitment Manager

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