



Operations Leader Job Description, 2019-20

Reports to: Governing Board

Direct Reports:

Administrative and operations staff

Summary

The Operations Leader provides leadership and support to all aspects of the school community, with a special focus on managing and facilitating the school's daily operations, while building administrative infrastructure and capacity. The Operations Leader will work together with the school's Pedagogical Leader in a mutually supportive, collegial and cooperative way to carry out the school's mission and vision. The Operations Leader sits on the School's Leadership Council.

Responsibilities

General Responsibilities

- Coordinate and facilitate the activities of the operations staff.
- Support the work of the pedagogical leader(s) and faculty.
- Manage daily operations.
- Support and maintain the integrity of the school's mission and values.
- Work with school pedagogical leader(s) to ensure high student achievement and healthy development.
- Serve as advisor to school committees as needed.
- Follow all school policies and facilitate staff awareness about and understanding of school policies and procedures.
- Promote and maintain a positive and effective school climate by ensuring that all interactions with staff, students and parents are prompt, efficient, helpful and friendly.

Enrollment, Admissions and Student Records

- Ensure that student enrollment, admissions, and family orientation procedures are effective and fully in compliance.
- Provide clarity and consistency of school specific policies and requirements throughout the lottery and enrollment process.
- Oversee application & enrollment process.
 - Review all application & enrollment documents produced by office staff
 - Oversee lottery process
 - Conduct enrollment conferences. If Operations Leader does not have a strong Waldorf background, co-conduct conferences with pedagogical leader(s)
 - Conduct school tours. If Operations Leaders does not have a strong Waldorf background, co-conduct tours with pedagogical leader(s)
 - Coordinate with Development Director to create & implement outreach plan
- Supervise the maintenance of student records, including test scores, assessment results, discipline citations, medical reports and records, and other documents.

Communication

- Facilitate the creation and improvement of comprehensive communications policies, systems, and practices.
- Coordinate school-level communications with the parent community.
 - Contribute content & review school newsletter as needed
 - Ensure that regular communication with school community regarding important school events takes place
- Facilitate the creation and improvement of effective school wide conflict-resolution policies, systems, and practices.
- Coordinate with relevant staff regarding appropriate accountability reporting to outside entities.
- Attend community events to speak on behalf of the school and positively engage with the community.

School Community, Culture and Parents and Conflict-Resolution

- Collaborate with the pedagogical leader(s) in the following areas;
- Establish excellent relations and enduring partnerships with staff, faculty, parents, community members, schools, government officials, etc.
- Encourage and facilitate consistent and meaningful parent involvement and support.
- Attend 'Ohana Association Meetings.
- Facilitate the development and maintenance of a professional and collegial culture that is student-centered.
 - Develop team building activities and encourage staff team-building leaders
 - Receive and facilitate the resolution of parent, staff and community concerns

Strategic Planning

- Devise and implement strategies for action items in the school's strategic plan.
- Lead periodic team discussions regarding the strategic plan and its action items.

Human Resources

- Coordinate yearly hiring activities as needed.
- Provide clarity and consistency of school specific and union policies and requirements throughout the hiring process and duration of employment.
- Facilitate the retention of faculty and staff.
- Develop effective policies and practices related to mentoring, supervising, and evaluating.
- Review all leave requests.
- Review payroll.
- Facilitate the creation and distribution of the annual Employee Handbook.
- Supervise non-instructional staff as specified in their job descriptions.
- Ensure personnel files are in compliance with KPPCS policy and federal and state employment laws.

Student Support Services

- Ensure that support services are adequate, coordinated, integrated, measurable, and successful.
- Ensure compliance with State & Federal requirements.

Relationship with the Governing Board

- Provide a monthly report to the board.
- Maintain an excellent relationship and communication with the board.
- Collaborate with Operations Leader to assist with Board study & professional development

- Attend Board meetings.
- Contribute to Board meeting agenda making process.

School Environment and Safety

- Ensure an appropriate, clean and safe learning environment;
 - Supervise grounds maintenance personnel
 - Monitor the grounds, classrooms, personnel, and visitors to maintain student and staff safety
- Lead responses to emergencies based on existing procedures and policies.
 - Ensure that monthly fire drills take place
 - Ensure that regular evacuation & lock down drills take place
 - Review and ensure compliance with restraining orders
 - Receive & report CPS concerns
- Ensure that all visitors to campus have followed check-in procedures and are accompanied at all times by a school staff member or a governing board member.

Development & Fundraising

- Collaborate with and assist the Development Director in development efforts.
- Review grants and grant reports as requested by the Development Director
- Approve & oversee all school fundraisers in collaboration with pedagogical leader(s)

Financial

- Collaborate with appropriate staff and governing board members in developing budgets and financial strategy.
- Collaborate in developing appropriate financial policies.
- Ensure that all financial policies and procedures are followed.

Accountability & Reporting

- Act as primary liaison between the school and government agencies.
- Act as primary liaison with unions.
- Complete and ensure completion of all required state reporting.
- Ensure compliance with State Charter Contract.

Event Organization and Hosting

- Ensure that all school events are well organized and achieve their purpose (e.g. festivals, open houses, all-school parent nights, and community events).
- Serve as primary school event host, in collaboration with pedagogical leader(s).

This is a full time, exempt salaried position with occasional evening and weekend hours.

OUR IDEAL OPERATIONS LEADER

Well-qualified candidates will have leadership experience or a strong capacity for leadership, Hawaii public school experience, expertise in or familiarity with Waldorf education, and an understanding of and commitment to the three strands of Kona Pacific's educational framework.

Competencies Required:

Kona Pacific Public Charter School seeks to fill this leadership position with an individual who is well acquainted with the Kona Pacific PCS community. We encourage applications from qualified individuals from within this unique community in order to encourage the growth and development of

our staff, parents and community members. A thorough understanding of Kona Pacific's unique vision, mission culture and core values is important and highly desirable.

Education:

Minimum: B.A. or B.S. degree required with course work in education, business or school administration, organizational management or related disciplines

Desired: M.A. or Ph.D. in Education or postgraduate degree in School or Business Administration

Experience:

Minimum:

- At least two years of experience in Hawaii public education in any capacity.
- At least five years broad, varied and increasingly responsible experience with administrative tasks including but not limited to organizational processes and procedures, computer information systems, and staff management.

Desirable: Waldorf school experience is highly desirable.

Capabilities:

- Demonstrated project/program management experience is necessary. Must possess experience successfully managing multiple projects simultaneously.
- Ability to effectively prioritize work and meet deadlines; organized; manage multiple assignments; follow assignments through to completion; respond quickly to requests for information and assistance
- High comfort level with children and youth
- Excellent computer skills including Microsoft Word, Excel and PowerPoint, as well as all school-specific computer programs including but not limited to Infinite Campus.
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Personal Qualities Desired:

- Commitment to Kona Pacific's mission and vision.
- Demonstrated ability to develop effective collaborative relationships and a strong commitment to a supportive, collegial work environment.
- Personality that project enthusiasm, professionalism, and a high level of credibility.
- Ability to maintain a calm, professional demeanor in the face of competing demands and external pressures.
- Should be highly adaptable and flexible, with the ability to thrive in an ambiguous environment.
- Desire and ability to work both autonomously and collaboratively.
- Acute attention to detail coupled with the ability to think and act strategically.
- Strong time management skills; ability to manage multiple tasks simultaneously and meet tight deadlines.
- Demonstrated strong communication and interpersonal skills with students, parents, colleagues and community members.
- Must have a strong personal value system that encompasses high integrity, honesty, a solid work ethic and high professional standards.
- Commitment to personal growth.
- Maturity, humility, solid work ethic, sense of humor, and "roll-up-my-sleeves" mind-set.

Requires US citizenship, or valid work visa.

Compensation: Salary commensurate with educational background and relevant work experience. Generous state benefits, including health care, pension, and life insurance.