



Northwood Academy Charter School

POSITION DESCRIPTION

Position: Assistant Director of Operations

Department: Operations

Reports To: Director of Operations/Chief of Staff/CEO

FLSA Status: Exempt

Direct Reports: Not Applicable

Position Summary: The Assistant Director of Operations supports the Director of Operations and works collaboratively with all staff to ensure a safe environment for Northwood's school community. The Assistant Director of Operations is also responsible for planning, coordinating and assisting the Director of Operation with the day-to-day operations of the non-instructional staff. This includes the main office personnel, the compliance coordinator, the technology team, the facilities team, the school nurse, cafeteria and cafeteria staff. The Assistant Director of Operations supports the Director of Operations with all components of daily transportation needs relating to students including Yellow Bus, SEPTA and the School District of Philadelphia.

Essential Accountabilities:

- Assist Director of Operations with technical and administrative tasks as needed
- Prepare and monitor transportation contracts as directed by the Director of Operations
- Monitor and maintain a log of all Building projects
- Assist in the development of the Board's Monthly Agenda
- Maintain the Board on Track System
- Maintain Board Meeting Minutes
- Communicate with school administration and leadership on all relevant matters as directed
- Respond to any facilities related emergencies
 - On call availability to address security, weather and Safe 2 Say Program needs
- Schedule and execute all safety drills.
- Assist in the facilitation of yearly application process for Federal eRATE program

- Assist in the development of RFP bids as needed, including vendor communications and awarding of RFP contracts in compliance with federal regulations
- Assist in the management of all weather-related issues
- Prepare required documentation and reports regarding any safety issues
- Maintain records and maintenance logs of all facilities related equipment ensuring all compliance requirements are met
- Manage the collection of non-classroom related fees (i.e., late pick up fees, lost materials, etc.) and work with parents to pay in accordance with school procedures
- Assist in overseeing the cleanliness of the building and takes direction for the Director of Operations to ensure all protocols and practices are in place
- Communicate with vendors on any issues/areas of concern, as directed
- Track the ordering and use of materials
- Coordinate with the facilities manager to prepare facilities for special events and summer programs
- Ensure weekly assessment of interior and exterior facilities are completed.
- Assist in the roll-out of all new equipment
- Manage all components of daily transportation needs relating to students including Yellow Bus, SEPTA and the School District of Philadelphia
 - Coordinate all transportation related issues surrounding punctuality, discipline and the driver incentive program
 - Handle all parent issues regarding busing and is the liaison with the school district
- Assist the Director of Operations with the application and lottery process for prospective students
- Relevant duties as assigned by the Director of Operations and the CEO

Education/Experience:

- Bachelor's degree in Business Administration, Organizational Management or related discipline
- Master's degree preferred
- Minimum of 3 years of varied and increasingly responsible experience
- Minimum of 2 years' experience in education preferred
- Charter School experience a plus

Qualifications:

- Excellent written/verbal communication skills
- Excellent organizational and leadership abilities
- Proactive problem-solver who can work successfully in a high-paced environment
- Strong time management skills; ability to manage multiple tasks simultaneously and meet tight deadlines

- Ability to maintain a calm, professional demeanor in the face of competing demands and external pressures
- Demonstrated flexibility and ability to juggle competing priorities
- Strong commitment to the mission of the school and students

Working Conditions: Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. May be stressful given individual circumstances.

Physical Requirements: Ability to bend, crouch, kneel to assist students pushing/pulling and lifting of equipment and supplies, sitting in chairs and/or floor and reaching in all directions. Ability to lift and carry up to 25 pounds.