

## Philip's Academy Charter School of Paterson

**Job Title:** Director of Operations

**Reports To:** Principal

**Nature and Scope of Job:** Philip's Academy Charter School of Paterson seeks an organized, diligent, self-starter to serve in a leadership capacity as an administrative assistant to the principal as well as to coordinate campus services. Director of Operations reports directly to the Principal and takes ownership of all non-academic areas of school-based administration. Director of Operations who successfully meet this standard will ensure that the school principal can focus his/her energies entirely on instructional leadership, and other critical school matters.

### **Job Functions and Responsibilities:**

1. Manage direct reports (school nurse, front desk receptionist(s), security team, and other office staff) to ensure steady and effective workflow.
2. Support principal in managing school calendar, responding to parent inquiries, documenting student data, etc.
3. Coordinate the food service program & technology services for PACS Paterson.
4. Direct student transportation services: collaborate with Paterson Public Schools on all busing issues; ensure smooth and regular operation of buses; and coordinate transportation needs for field trips and other special events.
5. Direct and support student recruitment, enrollment and orientation
6. Oversee the operations of the front office, including attendance and customer service.
7. Manage all aspects of facility and grounds use, upkeep and renovation.
8. Coordinate after school program, potentially in coordination with outside vendor
9. Assist with managing and carrying out required state reporting and compliance duties by completing school specific state reports and/or grant proposals.
10. Manage emergency systems, safety drills, etc.
11. Coordinate purchasing with school business office and manage school supply closet.
12. Support with the coordination of Parent Organization.
13. Manage neighborhood relations.
14. Any and all other non-academic domains as determined by the Principal.

### **Qualifications:**

1. Bachelor's Degree required
2. 3 years experience in school, non-profit, or business setting
3. Advance degree preferred
4. Strong interpersonal and leadership skills
5. A shared dedication to Philip's philosophy and mission

6. Self-motivated and ability to work independently when necessary
7. Collaborative team player who is willing to go above and beyond the job description for the success of Philip's students, teachers, parents and other members of the school community

**To apply:**

Please submit a resume and cover letter to [jobs@pacspaterson.org](mailto:jobs@pacspaterson.org)