



LAYC Career Academy Director of Operations

Overview:

The LAYC Career Academy is seeking a skilled and dedicated Director of Operations to join us in our educational community. The ideal candidate will have an energetic and flexible nature and demonstrated success in the management of logistics. We are looking for someone who can keep the infrastructure running smoothly in support of our school's mission of providing an environment where opportunity youth and young adults can achieve outstanding academic outcomes.

School Mission

LAYC Career Academy engages and empowers young people between the ages of 16-24 by providing a college preparatory education, career training in high-growth occupations, and college-credit classes. For more information, please visit our website: laycca.org.

Ideal Characteristics of Director of Operations:

Superior Logistical Management Skills

- Superior organizational skills
- Demonstrated ability to create systems and processes to streamline ongoing tasks
- Proven ability to see complex projects through to completion
- Both detail oriented and able to see the larger picture
- Able to prioritize a high volume of tasks

Great People Skills

- Communicates clearly and effectively both verbally and in writing
- Maintains positive relationships with staff, instructors, and students
- Maintains positive relationships with partnering organizations, vendors, etc.
- Can relate to and show respect for students of different ages, races, identities, and backgrounds

Strong Commitment to Mission

- Shares excitement for the mission of the school and opportunity to work with this innovative new education model
- Treats every adult and student with respect, dignity, and understanding

Ongoing Responsibilities:

- Management responsibilities
 - Serve on the school's leadership team
 - Help guide the strategic direction of the school
 - Attend and participate in leadership team meetings
- Financial Management
 - Maintain financial records including tracking spending, departmental budgets, and credit card purchases

- Coordinate financial management with the school's outsourced accounting firm
- Oversee use of credit card, reimbursements, expenses, and account payables and receivables
- Oversee the completion of the yearly financial audit
- Manage Vendor Relationships, Supply Orders, Purchasing, and Inventories
 - Manage contracts with vendors
 - Maintain main budget for materials, textbooks, and food services; and document expenses
 - Order equipment, materials, and supplies
 - Resolve problems as they come related to vendors, supplies and other needs of staff and teachers for the operation of the school
 - Manage food services contract and oversee daily operations including monitor daily lunch/breakfast/snack counts and service; communicate with caterer regarding orders, problems, delivery; oversee submission and approval of free/reduced lunch applications
- Building Operations
 - Work with landlord to ensure that the building is well maintained for students and staff
 - Manage services relationships such as cleaning, security, and others as related to the building and operation of school
 - Respond to and resolve facilities-related concerns
 - Work with Principal and Executive Director to develop and communicate detailed emergency plans
 - Oversee school compliance with all emergency planning requirements and regulations
 - Ensure staff and instructors are following emergency planning guidelines and school rules
- Coordinate the development and implementation of school policies, systems, protocols and internal and external compliance
 - Ensure compliance with the District of Columbia Public Charter School Board (PCSB) and the Office of the State Superintendent of Education (OSSE) regulations
 - Secure all paperwork and documentation required by the PCSB, OSSE, and other governing entities so that it is in order, filed and delivered on time
 - Prepare paperwork for audits and site visits
 - Establish and implement internal systems to maximize efficiency
 - Work with Director of Data and Registrar to ensure that student attendance and performance data is properly compiled, stored, and reported to local and federal authorities
 - Ensure Legal compliance with DC Regulatory Affairs and other legal entities including but not limited to:
 - Business license(s)
 - Certificate of Occupancy
 - Fire Safety
 - Health code regulations
- Other duties as assigned

Qualifications

- Bachelor's degree or higher
- Minimum of three years experience in operations consulting, or an operations or business manager role. Experience with charter schools is a plus.
- Excellent organizational, planning, and implementation skills
- Ability to manage multiple priorities and responsibilities
- Ability to communicate effectively and work with a team
- Bilingual (English and Spanish) a plus

To apply, please email a résumé and a cover letter to nicole@laycca.org.