

HudsonWay Immersion School

Job Description

Job title: Operations Manager

Location: Stirling, NJ

Reports to: Chief Administrative Officer

Classification: Exempt

Position Type: Full time/ Part time (in case of PT hire, NJ office support tasks will be taken off the responsibility list)

Salary: \$45,000 - \$70,000 a year

Position Summary:

Support projects that pertain across the two campuses while providing administrative office support to the NJ campus.

Safety/Health

- Ensures compliance with emergency preparedness by managing the school's crisis plan and coordinating consistent, effective practice of fire drills and lockdown procedures
- Manages school-site security and related devices
- Helps identify upgrades to safety and security
- Handles vendor relationships for safety/security equipment (both campuses).
- Assists the school Safety officer with Emergency plan updates, gathering input from local police, assessing security policies, etc. (both campuses).
- Works with the School Principal to ensure all reports are completed and any necessary changes to policies and procedures are made
- Conducts regular walkthroughs to mitigate any facilities-based issues, working with the maintenance team as necessary
- Responsible for student health records compliance
- Responsible for updating and communicating student allergy list
- Ensure allergy medication is provided by parents/guardians with proper documentation
- Manage Covid Case communication, tracking and reporting (both campuses)

Facilities Management

- Supports the school facility compliance with state and local requirements
- Acts as local manager for facilities maintenance, custodial, security, and other third-party service contracts, ensuring ongoing monitoring and implementation of contracts
- Point of Contact with Landlord

Other School Operations

- Supports operational and logistical projects for school in conjunction with School Principal
- Provides support and relief at front desk (3:00 to 5:30), as necessary

- Provides coordination and support for internal and external events at the school, including after-hours events.
- Assists office manager with other operational and logistical projects as necessary including parent communications.
- Serves as a member of the school leadership team

Transportation (for new bus service at NJ school, fall 2023)

- Manages school bus routes and rosters, increasing efficiency
- Manages communication with transportation service provider(s), troubleshooting issues with buses or riders daily, and ensuring appropriate quality and timeliness
- Supervises arrival and departure of school buses in a timely and orderly manner

Financial Administration

- Manages the purchase of all educational materials across both campuses
- In conjunction with School Principal, manage purchase with state funds (both campuses)

Information Technology

- Manages NJ school inventory of chromebooks, ipads, video conferencing equipment and projectors
- Manages distribution of chromebooks
- Coordinates technology implementation/deployment (planning, procurement, and training) with IT remote support company
- Manage relationship with and point of contact for third party technology vendors: remote IT support service, printer and phone.
- Troubleshooting basic, minor computer issues/ audio and visual equipment issues

Records Management

- Manages and maintains integrity and accuracy of student records in Student Information System and other school systems (Operoo, Crisis Go)
- Responsible for collection and tracking of student forms (health, emergency contact etc)
- Prepares reports requested by school or government agencies

Requirements:

Education & Experience:

- Bachelor's or higher degree
- 2-5 years in school operations management preferred
- 1-2 years in IT or knowledge of basic technical support preferred
- Demonstrated record of exceptional organizational, analytical and communication skills
- Highly proficient in Microsoft programs and with the Google Apps for Education Suite

Desired Qualities & Characteristics:

- Knowledge of working with the administrative side of a Google Apps environment and familiarity with Microsoft Office 365 administration for user creation and archiving.

- Knowledge of working with audio and visual equipment
- Achieve results based on agreed-upon expectations
- Ability to manage multiple projects at the same time
- Take personal responsibility
- Highly detail-oriented
- Collaborate effectively with a range of stakeholders
- Able to work effectively with foreign born staff, school owners and parents
- Strong written and verbal communication skills

Please send resume with cover note to hr@hwis.org with title of position in the subject line