

Position: Assistant Principal of Operations, Elementary
Reporting to: Daniela Rubio, Lower Elementary Principal
Greta Kwedar, Upper Elementary Principal

Start Date: 4/6/2020

As the operational leader of the elementary school, the Assistant Principal of Operations (APO) reports to the lower elementary school principal, upper elementary school principal and the director of operations. They are responsible for all non-instructional matters required to run the school. This provides the principal and instructional assistant principals the opportunity to focus almost exclusively on teaching and learning. However, it is critical for the APO to maintain a strong connection to teaching and learning, so a small percentage of their time may be spent directly supporting instruction. The APO is also responsible for managing the full ES front office staff. While versions of this position are becoming more popular among charter management organizations, it is relatively new to AAPS. Being new, it makes sense that some of the roles & responsibilities of this position may change as we grow and adapt the position to fit the specific needs of our organizations. Therefore, candidates for this position must be comfortable and open to these changes and possess the ability to adapt and thrive in a changing environment.

While we are interested in someone who has significant experience in school operations, we are very interested in someone that shares our values and that believes in the power of education to change our scholars' lives while putting them on a path to success in college. To succeed and thrive at Austin Achieve, our campus leaders, including our APOs, must authentically understand our culture, both at our campus and within Austin's historically underserved East Side community. Additionally, we believe strongly in Teachers as Leaders and we look to empower our teachers to have a voice in all matters of the school, including operations and facilities related decisions. These key attributes of shared values, cultural competence, and teacher focus are central to our hiring decisions.

Essential Duties and Responsibilities:

Finance and Accounting

- Proactively seek opportunities to ensure spending is always aligned to the school's academic priorities
- Oversees the school payment process for activity fees, uniforms, technology fees, and any other scholar balances and works closely with the FCE team to ensure payment towards these balances
- Manages the school purchasing process
- Assists the SST Finance dept in tracking and reconciling purchases/payments on an ongoing basis.

Statement of Non-Discrimination: In keeping with our beliefs and goals, no employee or applicant will face discrimination/harassment based on race, color, ancestry, national origin, religion, age, gender, marital/domestic partner status, sexual orientation, gender identity, disability status, or veteran status. People of diverse backgrounds are strongly encouraged to apply.

Data & Compliance

- Supports SST's Recruitment team as needed in the management of the elementary school pre-registration and registration process.
- Owns the elementary school side of student recruitment activities to ensure the school is fully enrolled (i.e., participates in student recruitment efforts and supports the Recruitment and Data and Compliance teams in the intake of student registration packets)
- Supports the implementation of the elementary school schedule
- Assists the SST Data and Compliance team in managing the creation of accurate report cards
- Assists the SST Data and Compliance team in ensuring that elementary school data in the student information system is accurate and up-to-date
- Assists the SST Data and Compliance team in ensuring that elementary school staff data in the student information system and Zenefits HR platform is accurate and up-to-date
- Assists the SST Data and Compliance team in the preparation of elementary school student records for internal and external audits (i.e., cum folder, student medical records)
- Serves as the school-level expert on the student information system
- With the aid of the SST Data and Compliance team, ensures the elementary school is adhering to all local compliance and reporting requirements
- With the aid of the SST Data and Compliance team, ensures compliance around the elementary school's portion of the ESSA binder

School Operations

- Serves as the eyes and ears of the elementary school to ensure all school operations run seamlessly
- Works closely with the school staff and the SST Operations dept. to ensure facilities are clean and properly maintained
- Assists the SST IT dept. in managing the school's supply and asset inventory (i.e., Chromebooks, staff laptops, media carts, etc.)
- Works closely with the SST Food Services dept. to ensure families are correctly enrolled in the free meal eligibility program
- Works closely with the SST Food Services dept. to manage breakfast, lunch, and supper processes including staff duty schedules and the recording of student participation in our various programs.
- Manages morning and afternoon elementary school bus and car transportation procedures, including working with the SST Operations dept. to define traffic flows, define school-level arrival and dismissal procedures, and setting and managing staff duty schedules
- Schedule's and conducts all emergency drills as well as training staff on emergency plans

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- Each year, the APO will work with the SST Operations Dept. in preparing the elementary school for the new school year. This work includes ordering furniture, equipment, and classroom supplies, and ensuring school services (i.e., food services, transportation services) are ready for action

Human Resources

- Partners with the SST Recruitment and Operations depts. on the new hire process, salary changes, teacher compliance, and staff exit logistics.
- Responsible for school level time-off process, leave trends and communicating critical dates to the SST Operations dept.
- Responsible for revising and disseminating the Elementary School Parent and Scholar Handbook with the assistance of the SST Operations dept.

Academic Operations Support

- Manages the substitute teacher process by which teachers seek coverage for absences
- Manages the logistical elements of all major student assessments
- Supports logistics related to staff evaluation and engagement including the administration of surveys
- Manages the logistical elements of the LPAC process
- Supports the logistics of all off-site field trips
- Oversees the logistics of school events

Management

- Hires, manages, and coaches the ES front office staff.
- Hires, manages, and coaches ES Operations Associate and ES Campus Testing Coordinator
- Potentially manages and coaches a small number of teachers. This is decided upon by the principal depending on circumstances.

Qualifications:

- Bilingual (Spanish/English) preferred
- Bachelor's degree required; MBA or graduate degree preferred
- 3 to 7 years of work experience, preferably in business or operations management
- Excellent organizational, verbal, and written skills
- Excellent computer skills, including Microsoft Excel, Word, and PowerPoint
- Excellent project management skills
- Strong management and leadership skills
- Comfort with financial oversight and budgetary tracking

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Competencies:

- Unwavering commitment to AAPS mission, scholars, families, and community
- Willingness to work autonomously, collaboratively, and/or under the direction of senior staff (as needed)
- Acute attention to detail coupled with the ability to think and act strategically
- Flexible and able to multitask; can work within an ambiguous, fast-moving environment
- Desire to continuously learn and increase effectiveness as a professional
- Willingness to go above and beyond to meet the needs of AAPS scholars

Please visit austinachieve.org/careers to submit your application, including a letter of intent and resume.

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