

CHOICE SCHOOLS ASSOCIATES LLC.

Director of Operations

JOB DESCRIPTION

Date Written: October 2, 2020

SUPERVISOR: Chief Financial Officer

CLASSIFICATION: Exempt, Full-time

JOB GOAL: To assure the safe, smooth, and efficient operations at each academy.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

Facility Planning and Improvement:

- Develops or works with Master planners to develop a master plan for each academy.
- Works with forestry planners to develop forestry plans for academies with acreage.
- Serves as the main contact person for projects and construction managers on large projects.
- Coordinates playground projects including but not limited to planning, funding, and installation.
- Post bids for facilities and building development projects. (roof, boiler, carpet, etc.)
- Responsible for writing Requests for Proposals (RFP) for facility-related items.
- Responsible for seeking out new facilities and working with realtors for the growth of the academies.
- Works with the Authorizers and other regulatory bodies on facility changes.
- Works with the contractors and the finance team on building projects.
- Assists with finding movers for transferring school materials, property, and supplies.
- Oversees preventative maintenance at each academy and ensures budgets and capital improvement funds include needed improvements or replacements.
- Makes recommendations for purchasing goods and services based on future growth needs for the academies.
- Makes recommendations on furniture and supplies for growing schools and stays within the estimated budget.
- Negotiates contracts for leases or purchase agreements for items such as copiers, phone systems, etc.
- Works with vendors to ensure proper safety procedures are in place for the academies. (Cameras, slipmats, OSHA requirements, etc.)
- Maintains awareness of the availability of materials, supplies, and assets that may be purchased from other academies.
- Coordinates all building insurance claims and works with insurance carriers to ensure schools have appropriate coverage.

Facility Maintenance and Compliance:

- Ensures every academy has an established maintenance plan including but not limited to cleanliness and maintenance of landscaping, mowing, snow removal, salt, etc.
- Maintains manual and electronic document files and records (inspection records, timesheets, supplies, chemical storage, crisis management data, security controls, work orders, and requisitions) for the purpose of documenting activities and ensuring an up-to-date reference.
- Updates and stores HVAC/Boiler inspections/permit records on company Server.
- Manages process, permits, replacement, and maintenance of HVAC, boiler, etc.
- Manages AHERA reporting, transparency, and corrective action completion.
- Completes water quality testing, posts in Munetrix, and completes any corrective action tasks.
- Oversees playground safety audits and Playground Safety Compliance Records.
- Serves as the Certified Playground Safety Inspector (CPSI) and trains school-based staff who perform playground safety checks.
- Ensures any facility maintenance corrective action plans are accurately and timely completed.
- Assists in interviewing and hiring custodial or maintenance staff when needed.
- Makes recommendations to the area superintendent and chief financial officer whether maintenance should be handled in-house or by commissioned contracted services.
- Assists in the selection of contracted services where appropriate through direction from the area superintendent and chief financial officer.
- Establishes an effective and fiscally responsible custodial organization and maintenance plan for each school.
- Works with custodial teams to ensure proper scheduling, maintenance, cleanliness plans, and proper purchasing of necessary materials.
- Creates & maintains a record of vendors at each Academy.
- Ensures OSHA guidelines are followed at each academy and the central office; makes recommendations for improvement when gaps are identified.
- Designs learning opportunities for maintenance and custodial team members to increase their efficiency and effectiveness.
- Works in conjunction with school leaders to reinforce cleaning and facility-based Green School Initiatives.

Central Office Maintenance and Compliance:

- Establishes and works towards a cost-effective capital improvement plan for the central office.
- Works with contractors to ensure proper maintenance at the central office.

Safety and Response:

- Assists leaders in designing/updating emergency operation plans (certifying with local police), and other critical response plans, and related training.
- Assists schools with applying for the Michigan School Safety Grant and checks grant award compliance.
- Serves as the response team captain for health emergencies and pandemics.
- Ensures the periodic checking and drills of fire and safety alarm systems and equipment as detailed by the safety regulations.
- Maintains the Munetrix Safety Drill Log system with school leaders.
- Conducts security audits at each academy and the central office to ensure compliance with the School Safety Plan.
- Serves as the central office Safety Team Leader.
- Leads all Crisis Management strategy and support including the prevention, response, and reporting of crises. This includes the full implementation and continuous improvement of Crisis Go.
- Ensures that all academies maintain their MI HEARTSafe School status and are adequately equipped for heart-related emergencies: MiHeart Safe Schools - AEDs, Cardiac Response Plans.
- Analyzes and reviews each Academy to ensure the parking lot is safe for drop-off and pick-up of students; makes suggestions for improvement as needed.
- Provides Crisis Team training to school leaders and academy Crisis Teams when requested by the school leader.
- Monitors and negotiates security systems and contracts.
- Ensures academies and central office are at the highest level of safety and emergency preparedness.
- Works with the fire department and service team for the installation and maintenance of all fire suppression, door number, firefighting, and fire alarm systems.
- Achieves FEMA NIMS (National Incident Management Systems) Certification and provides training to identified staff in each school.
- Audits and ensures each school is following and updating security checklists.
- Schedules & coordinates all planning meetings for the central office safety team. Attends meetings, takes notes, prepares minutes and ensures meeting records are accurate for each stakeholder.

School Nutrition:

- Provides Free/Reduced Meals/Household Survey Process Support and training.
- Submits School nutrition meal (NSLP/CACFP/SFSP), Fresh Fruit and Vegetable, NSLP Equipment grant applications in MEGS.
- Monitors meal claim reimbursements in the MDE MIND system and assists in resolving problems.
- Provides meal payment systems research and referral.



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- Oversees the School Nutrition Program (SNP) Audits and Administrative Reviews.
- Trains school nutrition directors in best practices using the Michigan Department of Education (MDE) SNP Professional Development requirements.
- Ensures the school nutrition workers receive professional development to enhance their skills.
- Troubleshoots cafeteria issues and complaints with the school leader, SNP Director, and area superintendent.
- Oversees the vended meal contract renewals/bid process for each academy.
- Supports the academies in their Wellness Policy implementation.
- Works to attract and maintain supplemental food programs such as Kids Food Basket or Hand2Hand.
- Manages the on-site compliance review training at each Academy to prepare Administrative and Resource Reviews from the Michigan Department of Education.

Transportation:

- Ensures all transportation staff is properly trained in de-escalation protocols (CPI) to handle bus behaviors.
- Trains transportation directors on best practices as needed.
- Works with Human Resources to ensure the transportation staff is properly trained, certified, and drug testing protocols are in place to ensure compliance and safety.
- Assists transportation directors and bus drivers with route mapping, employee scheduling, and driver assignment.
- Maintains, tracks, and negotiates the leasing or purchase of busses.
- Annually creates, updates, and distributes bus driver handbook.
- Ensures compliance with bus maintenance protocols.
- Monitors transportation program budgets.
- Ensures that all schools have mapping software or systems that ensure timely transportation with the shortest possible travel time by students.
- Monitors and ensures that all transportation programs, and vehicles, meet state compliance.
- Oversees school compliance with State safety regulations for all vehicles and driver and rider procedures.

REQUIREMENTS:

- Pursues social justice and leads with a lens of diversity, inclusion, and equity.
- Bachelor's degree from an accredited university required; a Master's degree from a regionally accredited educational institution preferred.
- BA in Business Administration, Engineering, Project Management, or Architecture, preferred.
- Has or will procure Certified Playground Safety Inspector (CPSI) status, approved by the Bureau of Community and Health Systems, Child Care Licensing Division



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- Five [5] years' experience in managing multiple/diverse planning and construction projects, required.
- Knowledge of building codes and regulations pertaining to school buildings, their maintenance, renovation, and construction.
- Knowledgeable of Federal and State regulations as they pertain to public schools.
- Understanding of the broad context of Michigan's charter environment.
- Understanding of the political environment and use of strategic thinking and planning.
- Ability to work under limited supervision.
- Provide direction to others and make independent judgments.
- Maintain accurate records.
- Exemplary work habits as verified by previous employers.
- Valid Driver's License
- Student Services experience.
- Effective communicator in both oral and written form.
- Ability to effectively and creatively implement solutions.
- Strong interpersonal skills and adept at establishing and maintaining good rapport and working relationships at all organizational levels.
- Highly organized; ability to meet stringent deadlines, prioritize work, operate in a fast-paced work environment, and coordinate projects; good time management.
- Ability to work collaboratively with individuals and groups and maintain effective working relationships.
- Ability to independently use various forms of electronic communications (email, web, text, etc.); technologically independent, with effective use of Microsoft Office.
- Meticulous about detail, efficiency, and accuracy.
- Effective communicator with individuals of varied cultural and educational backgrounds.
- Ability to consistently exercise tact and discretion when handling highly sensitive and confidential issues.

WORK ENVIRONMENT:

The work environment is in a standard office or home office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, use hands for fine manipulation, handle, and reach with hands and arms using a keyboard and video display terminal. The employee is required to walk, stand, stoop, kneel, and crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.



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TRAVEL:

Some travel required. Mileage to be reimbursed at the Federal rate if personal vehicle is used. Rental car available upon request provided personal driving history is satisfactory.

TERMS OF EMPLOYMENT:

12 months, At-Will, exempt level position. Wage established by the Chief Executive Officer of Choice Schools Associates LLC. Includes benefits as outlined in the Choice Schools Associates LLC Employee Manual.

LEGAL REQUIREMENTS:

Criminal Records Check, Unprofessional Conduct Disclosure Release, Sex Offender Registry Clearance, Central Registry (DHS) Clearance, Employment Eligibility Verification using e-verify, and ICHAT clearance.

EVALUATION:

The Chief Financial Officer will evaluate job performance through systematic input from various primary internal and external stakeholders for professional growth feedback and systems improvement.

STATEMENT OF UNDERSTANDING:

I have reviewed this formal job description with my Supervisor. I understand the responsibilities of this position

Signature of Employee

Date Signed

Signature of Supervisor

Date Signed