



Job Title: Operations Manager

Start Date: July 1, 2024

Location: 300 Industrial Blvd NE, Minneapolis, MN

Position Summary:

This position is a full time operations manager position. This is a 12 month position that works primarily onsite. This position reports to the Executive Director and oversees the operations team.

Key Responsibilities include but are not limited to:

- Supervise the operations team, including the operations coordinator, office assistant, kitchen/food service staff, and custodial team.
- Serve as the lead on the food service program, including bids/vendors, CLiCS reporting, and supervising the kitchen staff.
- Lead Human Resources processes, including PTO tracking, payroll, new hire paperwork/onboarding, and benefits coordination.
- Lead facilities management process with the support of contracted property managers and custodial staff; ensure the building is clean and well kept.
- Serve as the lead for any tenants using NECP spaces.
- Oversee emergency procedures and preparedness.
- Serve on NECP's leadership team.
- Handle communications for the school in conjunction with the Executive Director and Principal.
- Assist with student enrollment tasks as needed.
- Other duties as assigned by the Executive Director.

The Ideal Candidate Will:

- Embrace NECP's mission, vision, and core convictions.
- Articulate the mission and vision of Northeast College Prep to students, parents, and the greater community
- Promote and maintain a professional environment
- Serve on NECP's leadership team and work to build positive school culture
- Establish and maintain strong communication lines with all staff and parents/guardians
- Be prompt and punctual, including arriving on time to school and assigned arrival and dismissal duties
- Be courteous and respectful to all families, even those who are very upset
- Be able to work in a fast-paced environment where many people need something at the same time; ability to prioritize and take action on most immediate needs
- Be organized and able to plan ahead and meet deadlines
- Be able to meticulously enter data on spreadsheets without errors
- Be motivated to do a thorough job which includes seeking out and researching how to do something that no one else knows how to do and persistently follow up until the problem is solved
- Support and engage in outreach efforts aimed at increasing student enrollment, community partnerships, and NECP's visibility in the community

- Successfully follow-through and complete other duties as assigned in support of the school's mission

Required Qualifications:

- Previous experience working in either a school office setting or other operations role.
- Excellent verbal and written communication skills and proficiency with a variety of technologies.
- Track record of success working in a fast-paced environment like the school's main office
- Be respectful of and interested in learning about our school community in all of its diversity
- Ability to speak to and cite past actions that demonstrate deep belief in the mission, vision, and each core conviction of Northeast College Prep
- Ability to lead, motivate, and work effectively with diverse student, staff, and family populations
- Ability to de-escalate upset stakeholders on the phone or in person
- Ability to work in the United States

Preferred Qualifications:

- Experience working with an urban and/or ESL population
- Demonstrated success working with diverse student populations
- Fluency (ideally) or proficiency in Spanish, Somali, Arabic, or Oromo (Spanish preferred)
- Two year or four year college degree in Human Resources Management or related field
- Experience supervising and managing staff
- Experience working with CLiCS reporting

Compensation:

A competitive salary and full benefits will be offered. The expected salary range for this position is \$70,000-80,000.

About Our School:

Northeast College Prep (NECP) is a diverse, Kindergarten – 8th-grade public charter school with approximately 300 students. Our mission is to ensure strong academic, social-emotional, and talent development in every member of our diverse student body, thereby positioning each student for college graduation, career success, and positive community impact.

Founded as a diverse school committed to both strong academics and social-emotional learning, our curious students learn about themselves and the world around them. All students take Art, Spanish, Arabic, and Physical Education. Social-emotional learning lessons are explicitly taught and woven throughout the day and we partner with community organizations to develop each students' unique talents.

About Northeast College Prep:

NECP exists to ensure that all children have access to an education that will help them to maximize their options in life, thereby contributing to a more just society. Our students

and their families speak 14 different primary languages. About 50% qualify for English Language Learning services and about 90% qualify for free or reduced lunch.

Northeast College Prep is a positive school environment for students, staff and families. We intentionally create a positive adult and student culture. We believe in restorative practices and teaching intrinsic motivation (i.e. we don't use extrinsic motivation like candy or public behavior charts) so that students do the right thing even if no one is watching – also known as using the Responsive Classroom approach.

Application Process: To apply, please fill out our online application located at www.bit.ly/NECPApplication. If applicable, college transcripts may be requested later in the hiring process. Applications will be reviewed on an ongoing basis until the position is filled.

Northeast College Prep is an equal opportunity employer and an organization that values diversity, equity, and inclusion. People from all diverse backgrounds are strongly encouraged to apply. If you have questions or concerns, reach out to hiring@northeastcollegeprep.org.

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- Be respectful of and interested in learning about our school community in all of its diversity
- Ability to de-escalate upset stakeholders on the phone or in person
- Excellent verbal and written communication skills
- Ability to work in the United States
- Track record of success working in a fast-paced environment like the school's main office
- CPR and First Aid certified (or ability to get certified within first month of hire)
- Be available after-hours to solve immediate school-wide needs (i.e. missing student, property maintenance, etc.)
- Be the on call administrator at specific times; respond to urgent calls from staff while on call
- This is an on campus position (on campus full-time every day), in partnership with all office staff, regardless of the number of students in the building or the school model
- This is a year round position with four weeks of vacation in the summer (three weeks of summer vacation on years when one or more office staff are new to their position)

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- Experience supervising and managing staff

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