

Beta Academy Chief of Operations

The Opportunity

Beta Academy seeks a Chief of Operations, a newly-formed role in the organization, to join its Leadership Team as it embarks on this significant, multi-phase growth plan. The Chief of Operations will play a critical role in developing the infrastructure, policies, and practices required to support Beta Academy's Growth plan. The Chief of Operations will work cross-functionally as an organizational leader in collaboration with the other members of the executive leadership team. The Chief of Operations will own the development of codifying and scaling Beta Academy's operational procedures for facilities, grounds, maintenance, planning, custodial, IT, safety and security, energy, construction, transportation, nutrition services, health services, and stakeholder satisfaction. The Chief of Operations is to be internally focused, while the CEO is externally focused.

Mission

The mission of the Beta Academy Chief of Operations is to develop the infrastructure and systems required to support Beta Academy's Growth plan to establish world-class schools through a culture of "joyful rigor" and develop scholars and leaders who can contribute on a community, national, and international level.

Outcomes

1. 50% of operational systems and processes for facilities, grounds, maintenance, custodial, IT, safety and security, energy, nutrition services and health will be codified and implemented in the next 12 months
2. 100% of operation departments will have clear goals established and implemented within the next 12 months
3. 100% Operation employees will have scorecards and completed job descriptions in the next 12 months
4. 98% Enrollment Capacity
5. 97% Average Daily Attendance
6. 100% of all operational audits passed

Role Based Competencies

- Organization & Planning
- High Standards
- Follow Through
- Openness to Feedback and Ideas
- Proactivity
- Efficiency
- Communication
- Team Work
- Attention to Detail
- Ability to Develop People
- Problem-Solving
- Emotional Intelligence

Beta Culture Competencies

- Joy
- Culture of Honor
- Courageous Conversations
- Integrity
- High Standards
- Creativity

Job Responsibilities

1. Leading Growth and Replication

- Codify Beta Academy's operational practices for facilities, grounds, maintenance, custodial, IT, safety and security, energy, construction, transportation, nutrition services, and health services
- Develop scorecards, goals and job descriptions for employees in operations
- Develop district operation trainings

2. Leading and Managing Systems and Operations

- Ensures vision and mission drive school decisions
- Direct the budget procedures for facilities, grounds, maintenance, planning, custodial, IT, safety and security, energy, construction, transportation, nutrition services and provide operational and general logistics support.
- Develop short and long term plans to accomplish District goals and objectives in each department supervised.
- Review and respond with a performance or action plan to address all known issues of concern/crisis within each department.
- Recognize problems and impediments and assists with constructive resolutions
- Draft policies and administrative procedures for consideration and action by the CEO
- Evaluate performance indicators to ensure compliance with state and federal laws, Board of Directors policies and regulations, and negotiated agreements.
- Maintain and direct activities related to the District's safety and security efforts.
- Participate in the planning, development, implementation and evaluation of objectives established by the Board of Directors or the CEO.
- Direct the process of real property acquisition and delivery of new school construction. Coordinate construction related projects and activities to ensure good stewardship of bond proceeds or other financial alternatives.
- Conduct regular school culture walkthroughs to support and coach campus leaders in maintaining a high bar of excellence during school entry, breakfast, lunch, dismissal, and transitions.
- Create procedures for a safe, clean, orderly learning environment.
- Utilize current technologies to support leadership and management functions
- Align company resources to improve teaching and learning.
- Ensure that proper equipment, furniture, and fixtures are provided to support scholar learning and teacher effectiveness.

3. Scholar Enrollment

- Oversees enrollment district enrollment at school site and, as required, leads the enrollment process by working with the school leadership, registrar, secretaries, teachers, and staff to meet enrollment targets
- Implements and Oversees marketing campaigns
- Schedules and hosts parent interest meetings (weekly until enrollment goal is met)
- Ensures enrollment and capacity expectations are met
- Ensures campus maintains > 97% daily attendance and timelines

5. Leading with Integrity and Professionalism

- Treats all people fairly and with dignity and respect. Protects the rights and confidentiality of scholars and staff
- Demonstrates personal and professional standards and conduct that enhance the image of the school and the education profession
- Creates and supports a climate that values, accepts, and understands diversity in culture and point of view
- Ensures due process and legal compliance regarding all scholar disciplinary actions
- Promotes understanding within the organization and across the school operations
- Adheres to and enforces board policy, school guidelines, and administrative directives

- Complies with the Procedures Manual, Employee Handbook, Scholar Handbook and Scholar Code of Conduct
- Establishes and maintains professional and cooperative working relationships with all stakeholders: parents, scholars, staff, neighbors, and partners
- Promotes and maintains a positive and effective school climate by ensuring that all interactions with staff, scholars, parents, and the public at large are prompt, efficient, helpful and friendly
- Performs other duties as assigned by the CEO

Reports To

The Chief of Operations reports to the CEO

Supervision

The Chief of Operations will directly supervise all Operational Department Directors.

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