



Director of School Operations

Wissahickon Charter School is currently seeking a Director of School Operations. The Director of School Operations (DSO) will oversee operations at both of our K-8 campuses, Awbury and Fernhill. The DSO will ensure the implementation and ongoing maintenance of effective and efficient systems across the two school sites. The DSO reports to the Chief Executive Officer (CEO) and is a member of Wissahickon's Shared Services team. S/he will directly supervise a team of part and full time staff members, including the Office Managers, Food Service Coordinators, Afterschool Program Leaders and Recess staff. The ideal candidate will have prior management and school operations experience, and should have a proven track record of improving operational performance and outcomes. The DSO is an important member of the Wissahickon Charter School model, which seeks to relieve its school leaders of as many non-instructional obligations as possible so that they can focus on student achievement and the professional development of the teaching staff.

Responsibilities

Operational Leadership

- Oversee ongoing school operations in conjunction with the CEO
- Set clear, organizational-wide systems and routines and ensure that they are followed
- Review the operational performance of the schools and develop and implement plans to build on successes and address any gaps
- Develop and implement plans to improve how non-instructional time is used (e.g. lunch, recess, after school, etc.)
- Articulate a vision of operational excellence and expectations for each role s/he supervises and set a culture of ownership around those expectations
- Ensure the smooth operation of the main office, including mailings, attendance reporting, office machine maintenance, etc.

Building Management

- Oversee the schools' day-to-day cleanliness and physical state
- Ensure the maintenance of campus facilities by managing custodial personnel, third-party contracts for trash removal, recycling, and pest control, and help identify and oversee long-term maintenance needs of the school.
- Help manage the school's supply, furniture, and asset inventory



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- Help manage use of shared school spaces and serve as a thought partner on space usage for each site

Operational Staff Development

- Directly supervise a team of part and full time employees, including Office Managers, Food Service Coordinators, Afterschool Program Leaders and Recess Teachers
- Ensure that supervisees set professional goals and meet with them regularly with to provide feedback and assess progress towards goals
- Help supervisees build effective relationships with on-site school leaders and outside vendors
- Provide coaching and support that enables supervisees to take on more challenging projects
- Refine evaluations and perform job evaluations of all supervisees (biannually for new hires, annually for returning staff)
- Act as a member of the hiring committee for all direct reports and help identify, secure and retain high performers
- Oversee the hiring and ongoing professional development of all lunch, recess and afterschool teachers in conjunction with the respective team leaders
- Develop and implement onboarding plans for all new direct reports

Qualifications

- Bachelor's degree
- Minimum of 4 years of work experience, in school operations strongly preferred
- Prior success supervising a team
- Experience managing cross-functional teams to implement systems and processes that increase effectiveness and efficiency
- Project planning experience required, with a demonstrated ability to see large projects through to completion
- Collaborative and consensus-based management style
- Comfort with giving and receiving feedback and the ability to have difficult conversations in a respectful manner
- Experience and familiarity with Macs, Google platforms, and the Microsoft Suite; knowledge of PowerSchool a plus
- Excellent analytical skills and demonstrated resourcefulness in problem-solving; does not get stuck by obstacles or resource constraints



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- A customer service approach to all work
- Willingness to work autonomously, collaboratively, and/or under the direction of senior staff, as needed
- Strong verbal and written communication skills and the ability to communicate effectively across a diverse range of stakeholders and constituents
- Commitment to honest and open dialogue about race, equity and bias in our school systems and relationships
- Commitment to the mission of Wissahickon Charter School and the belief that all children can learn

About Wissahickon Charter School

Wissahickon Charter School's first and current campus, Fernhill, opened in 2002 and serves 480 K-8 students from across Philadelphia. Our second K-8 campus, Awbury, opened in the fall of 2014. Wissahickon Charter School's mission is to provide a community of learning that stimulates and builds children's intellectual, social, and character development. Wissahickon Charter Schools are planned around three essential elements: an environmental focus that allows students to experience the curriculum, recognition of service learning projects as key in students' success, and an emphasis on families as partners in the learning experiences of their children.

How to Apply

To be considered, please send the following to applicant@wissahickoncharter.org. Please indicate "Director of School Operations" in the subject line.

1. Cover letter indicating why you would be a great fit for this position and WCS
2. Resume

Wissahickon Charter School is committed to hiring a diverse staff and encourages those from traditionally under-represented backgrounds to apply. Wissahickon Charter School does not discriminate in hiring or employment, or in the administration of its educational policies, admissions policies, or other programs.