



ACHIEVEMENT PREPARATORY ACADEMY

Building a Foundation to Leave a Legacy

OPERATIONS MANAGER

Achievement Prep is an award winning, high-performing, college-preparatory public charter school located in Southeast Washington, DC. **Our flagship, Tier 1 middle school campus serves approximately 400 scholars in grades 4-8. We opened our elementary campus in August 2013 where we currently serve 250 scholars in grades kindergarten through third.** Our mission is to prepare students to excel as high-achieving scholars and leaders in high school, in college and beyond.

Operations Manager:

The primary responsibility of the Operations Manager is to maintain the overall operational efficiency of Achievement Preparatory Academy. The Operations Manager will work closely with the Head of School as well as other members of the school leadership team to develop and oversee systems for all non-instructional activity to include school meal program management, facilities and maintenance contract management, and execution of various strategic plan initiatives.

Essential Duties:

- Serve as the school's contact person for outside vendors and service providers when reviewing bids, placing orders, and overseeing service level agreements
- Provide supervisory support to school cafeteria coordinator
- Oversee day-to-day operational activities of the school
- Ordering, procurement and inventory of all supplies
- Implement and improve office procedures and policies
- Managing the student information systems (PowerSchool, meal ordering systems, etc).
- Manage website and order and maintain all school computer equipment.
- Maintain inventory of all assets in the building, including computers, equipment, furniture, etc.
- Manage facility maintenance issues; help manage building renovations and upgrades with the direction of the Head of School
- Participate in the school community as a full member of the platinum staff, including but not limited to assisting the Head of School with student recruitment, planning of school-wide events, and participating in all-staff retreats and team-building
- Manage the efforts of all operations staff: Office Assistant, Strategic Planning Associate, and Cafeteria Coordinator
- Other duties as assigned by the Head of School.

Requirements/Qualifications:

- Bachelor's degree or an equivalent combination of education and experience.
- Effective verbal, written, and interpersonal communication skills
- Self-starter with ability to handle multiple tasks and projects simultaneously
- Strong analytical skills
- Ability to solve problems and improve current processes
- Ability to establish priorities, organize and plan work assignments

Hours/Commitment:

We believe that more time on task helps our scholars and teachers achieve great results and for Achievement Prep



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to be a great school. Our scholars attend school from 7:30am to 5pm Monday, Tuesday, Thursday, and Friday, and 7:30-1:30pm on Wednesdays. All Achievement Prep staff close the achievement gap from 7am to 5:30pm Monday through Friday.