

## **DIRECTOR OF OPERATIONS JOB DESCRIPTION**

The Director of Operations (DOO) is responsible for all operational functions across MOSAICS. The DOO ensures that MOSAICS' non-academic performance - including in the areas of facilities management, student recruitment and enrollment, school operations, nutrition, transportation, compliance and reporting, building security, student safety, and technology - is performed with excellence, so that student learning can flourish at MOSAICS. MOSAICS contracts with BLUUM for financial services; the DOO, together with the Executive Director, will coordinate with BLUUM with respect to school finance.

### **ABOUT MOSAICS PUBLIC SCHOOL**

MOSAICS Public School is K-8 school in Caldwell, Idaho. MOSAICS exists to be a center of innovation. Students engage in a rigorous Science, Technology, Engineering, Arts, and Math curriculum, preparing them to be creative and critical thinkers now and in the future. Teachers, students, and families partner together to create a safe, collaborative culture where students learn through experimentation and application.

### **PRIMARY RESPONSIBILITY TO**

Executive Director, Anthony Haskett

### **SALARY RANGE**

Annual salary range \$70,000 – 90,000 plus benefits, including PERI participation.

### **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree / Master's Degree in educational leadership or business-related field.
- Proactive with advanced organizational leadership skills and a proven ability to effectively manage a multidisciplinary team, to set up systems and processes to streamline operations, to establish and implement short- and long-term goals to further the mission of the organization.
- Minimum of 5 years of experience overseeing daily operational functions such as vendor relations, inventory control, IT, human resources, campus safety, bookkeeping, and purchasing.
- Knowledge or ability to learn federal and state law, administrative rules, and Board policy governing charter schools, including those related to administration, risk management, purchasing, transportation, food services, school plant operations, and facility planning.
- Manage all federal programs and corresponding requirements, including reporting, committees, and budgets.
- Ability to maintain accurate and precise records according to federal and state law, administrative rules, and Board policy.

- Experience working with a Board of Directors. Experience providing presentations to school boards and other stakeholders, centered on operational detail that affect the current and future strength and success of the educational entity.
- Professionalism, maturity, and an understanding of how to handle sensitive and confidential information.
- Evidence of excellent communication skills, both written and verbal.

## KEY RESPONSIBILITIES

- Oversee performance management of day-to-day operations and create goals and perform ongoing analysis and process improvements to ensure MOSAICS' financial and operational health and alignment with its mission.
- Supervise and evaluate personnel in accordance with organizational chart and human resources policies.
- Educate and support school leaders as they manage school-based operations and purchases.
- Oversee student recruitment and retention, including setting up and managing student registration and lottery systems.
- Manage operational (vendor) contracts, including nutrition and transportation programs.
- Approve supply, field trip, and technology requisitions
- Student safety oversight and policymaker.
- Participate in Board Meetings.
- Regularly evaluate and update software systems and efficiencies
- Work with Executive Director or Designee to develop and monitor grant budgets and assist with other grant request activities as necessary.

*MOSAICS Public School is committed to providing equal employment opportunities for all persons without regard to race, creed, color, national origin, sex, age or physical/mental disability except as may be necessary to meet a bona fide occupational qualification, and the school complies with the requirements and objectives of applicable state and federal laws.*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*