



Assistant Director of School Operations

Mission:

The mission of Paul Public Charter School is to educate our students and to develop in them the capacity to be responsible citizens, independent thinkers, and leaders. Paul PCS, located in Northwest Washington, DC, serves students in middle and high school and is the home of the “M.E.R.I.T. Scholars” (motivated, educated, responsible, independent thinker). Beginning in the middle grades, MERIT Scholars experience a rigorous academic curriculum, coupled with arts and athletic opportunities to develop a firm foundation to eventually enter our college preparatory program at Paul International High School.

Position Overview: Under the direction of the Executive Director of Operations, the *Assistant Director of School Operations* is responsible for daily operations of the school including marketing & recruitment, engagement, student health & safety, and coordination across departments.

Primary Responsibilities:

General School Operations and Coordination

- Responsible for continuing implementation of operational systems and for development and operationalizing of new and sustainable systems to increase the efficiency of the organization in all aspects of our work (to include clear communication with proper stakeholders)
- Monitors operations to ensure alignment with compliance standards
- Works with departments and teams to support organization-wide strategic plan, and to embed priorities in department-level plans
- Ensures that students, staff, and school leaders have the support and resources they need
- Leads Coordination of the collaborative efforts across departments and schools by participating in the Senior Leadership Council, Cross-Collaboration meetings, and all other cross-network planning meetings to ensure that events/programs, field trips, and all non-instructional activities align with the organization’s mission and priorities, are feasible, and an effective use of resources.
- Other duties as assigned.
- **Manages Bilingual Receptionist**

Engagement, Communications, and Recruitment

- Ownership of Priority 3: Deepen family and caregiver collaboration and engagement including coordination of school based parental engagement and oversight of network-wide engagement efforts.
- Generates online content that engages students, families, and the community and leads to measurable action (enhanced awareness, increases in student and teacher interest)
- Implement (and contribute to the development of) an integrated strategic marketing plan to advance Paul Schools brand identity; broaden awareness of its programs and priorities; and increase the visibility of its programs across key stakeholder audiences
- Continually refines Middle and High School “core” messages to ensure organizational consistency
- Manages the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletter’s, brochures, and the Paul Schools website
- Responsible for the development and implementation of an annual strategic special events calendar to ensure resources are utilized in a manner that provides the greatest return to the organization.
- Operationalizes and monitors the work that ensures annual enrollment targets are met and a waiting list is established for each school



- Visits elementary, middle, and high schools; speaks to groups and individual students, and meets with school counselors and administrators to promote and encourage enrollment in Paul Schools
- Manages the organization of and attends all student recruitment events
- Participates in the development of operating goals and objectives for student recruitment and enrollment
- Analyzes trends in recruitment and retention programs; develops strategies for program evaluation
- **Manages Registrar and Family Engagement Manager and the Language Access Coordinator**

Student Health and Safety

- Manages nursing program and proper medication distribution protocols, ensuring personnel are available to serve students as we are authorized to do by DC Health, OSSE or Children's National Hospital
- Manages school health compliance for students to include immunizations, vaccinations (to include COVID), and other health related issues as mandated by DC Health, OSSE or Children's National Hospital
- Responsible for ensuring the organization meets District or state standards for health compliance
- Ensures information regarding evolving health standards (as determined by DC Health, OSSE, or other appropriate organization) is collected and disseminated to proper stakeholders in a timely, clear, and actionable way.
- Oversees the security team and the safety and security of all individuals on campus.
- Responsible for emergency response planning and implementation, including serving as Incident Commander during emergencies.
- **Manages: Security Manager and a percentage of the Student Support and Operations Coordinator (and school Nurse, contracted)**

Core Requisites

- Bachelor's degree or equivalent experience in school operations.
- Experience with Google and Microsoft suites.
- Demonstrated general computer skills with apps, software applications and basic troubleshooting.
- Demonstrated success in effective project management and organizational skills
- Demonstrates excellent oral and written communication skills.
- Possesses ability to work in a collaborative manner with all school staff.
- Demonstrates persistence in overcoming and removing obstacles to goal achievement.
- Demonstrates a drive, commitment and sense of urgency that inspires others to achieve results.
- Implements and monitors relevant work procedures in line with defined standards.
- Proactively approaches others with a view to engaging in dialogue and building strong working relationships.
- Recognizes people who may be of critical importance to achievement of one's objectives and involves them to get their input.
- Requests input from others to work towards a more effective outcome.
- Holds employees/colleagues accountable for achieving results and publicly acknowledges effective performance.
- Demonstrated ability to multitask in a face paced environment
- Demonstrates good judgment; approachable and professional; solid problem solving skills; self-motivated; well organized.

We offer:

Competitive salaries, excellent benefits, an innovative work environment, and an opportunity to rethink school as we know it and change the lives of our students. This is a 12-month position. Starting Salary is \$100,000.