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| *The mission of Distinctive Schools is to serve children and families in urban communities by managing high-performing charter schools that accelerate achievement, performance, and college-preparedness through skilled operating management and intensive support.* | | |
| **Position Title** | Operations Fellow | |
| **Reports To** | Campus Director | |
| **Employed By** | Distinctive Schools | |
| **Criminal Background Check** | Required | |
| **Qualifications & Certification Required** | * Bachelor’s Degree, Master’s Degree preferred * 5 years prior experience in operations school or business | |
| **Responsibilities** | **Finances**   * Accounts Receivable (Bill.com) * Annual Audit * Purchase Orders * Monthly Expense Reports * Deposits * Petty Cash * Communicate with Vendors   **Facilities**   * Manage facilities team * Manage Facilities Team * Insure basic functions of building are kept up to date * Support Facilities team through ordering and managing of facilities budget * Complete Monthly walkthroughs   **Student Enrollment, Registration, Attendance**   * Compliance * Oversee PowerSchool * Oversee Impact * Oversee STLS * Oversee registration process * InfoSnap   **Payroll**   * Manage Paylocity * Manage PTO   **Compliance and Accountability**   * Oversee Epicenter * Mandated Trainings   **Lunch, Recess, After-Care**   * Hire lunch and recess monitors * Order resources * Time Sheets * Oversee After-Care payments   **Field Trips**   * Book field trips * Book buses * Provide permission slips * Notify staff members: teachers, nurse, cafeteria, admin * Order lunches * Process payment   **Tours & Visits**   * Provide folders with information about our school * Order meals * Ensure building is clean and up-to-date * Be available to lead some tour groups | |