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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
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| **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
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