



SCHOOL BUSINESS OPERATIONS MANAGER

ORGANIZATION SUMMARY

Our mission is to prepare Los Angeles students for success in college, career, and life. Working through a network of high-performing, community-based schools and a portfolio of programs that reach students throughout LA County, the LA Promise Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

LA Promise Fund is a unique hybrid, operating programs in partnership with Los Angeles Unified School District at two traditional, comprehensive high schools and a middle school, as well as operating two charter schools in South LA. Further amplifying its impact, the LA Promise Fund runs high profile, far-reaching programs and engagement opportunities available to students and teachers across Los Angeles County.

To learn more about LA Promise Fund visit www.lapromisefund.org.

POSITION SUMMARY

The School Business Operations Manager will report to the Principal and be responsible for coordinating all school operations while interfacing with students, teachers, parents and administrators.

RESPONSIBILITIES AND DUTIES

- Oversee the overall management of the school office
- Directly supervise the parent coordinator and office assistant
- Work with the Back Office provider, to process payroll and other accounting matters
- Purchase items needed for the school in conjunction with the principal
- Assist the principal in managing and tracking the office supply budget and department budgets
- Collect money and prepare deposit slips weekly
- Process staff reimbursement forms
- Oversee substitute teacher ordering and tracking
- Track inventory, such as uniforms, textbooks, LCD projectors, etc.
- Ensure compliance with attendance taking procedures
- Set up school calendar and bell schedule in student information system
- Assist in attendance intervention process
- Liaise with bus company for regular and field trip transportation
- Manage student enrollment process and data collection
- Collect and process teacher work order requests for facilities related problems (ex. Light replacement, graffiti removal, etc.)
- Ensure document retention of required sign-in sheets, agendas, etc. for federal revenue

compliance

- Assist with preparation of all school events, such as back to school night, parent conferences, etc.
- Provide first aid to students when necessary
- Liaison between school and all school vendors/partners
- Manage school meals & student application compliance
- Assist principal and Director of Operations with school compliance (signage, binders, contracts, etc.)
- Assist principal in making sure all school departments have essentials to efficiently perform (SPED, Parent Department, Counselors, Teachers, After school Provider, etc.)
- Assist principal with other tasks or special projects as needed

QUALIFICATIONS:

- Commitment to LA Promise Fund mission and vision
- Strong ability to lead, manage and develop staff
- Extremely organized and able to prioritize tasks/projects for self and team members
- Excellent interpersonal and communication skills (written and oral)
- Proficient in MS Word, PowerPoint and Outlook; comfortable learning new computer programs
- Ability to multi-task and perform well under pressure
- Ability to work effectively and collaboratively in a "start-up" environment
- Ability to complete tasks and projects effectively and on-time
- Ability to exercise discretion in the dissemination of information
- High level of personal responsibility and drive toward ambitious goals
- Ability to maintain a positive "can-do" attitude at all times
- Commitment to customer service
- Bachelor's degree preferred
- Spanish-speaking preferred
- Minimum of 2 years' experience in an office administrative capacity; prior experience managing staff preferred
- Experience working in a school setting or non-profit preferred
- Candidates must be CPR and First-Aid certified or willing to be certified during first month of employment

COMPENSATION

Salary commensurate with qualifications, experience and education. Excellent, full benefits package.

HOW TO APPLY

E-mail your cover letter and resume to careers@lapromisefund.org.