



## INTERIM SCHOOL BUSINESS OPERATIONS MANAGER

### ORGANIZATION SUMMARY

For more than two decades, LA Promise Fund has uplifted schools, students and families in South LA to ensure more Black and Latinx students are prepared for success in college, career, and life. Today, we accomplish this goal as an education management organization that runs two South LA charter schools and coordinating high impact educational enrichment programming to ensure students are college and career bound. LA Promise Charter Middle and High Schools advance a college-prep culture and integrated digital media arts-themed education, with significant parent engagement, socio-emotional supports, and leadership development.

Simultaneously, LA Promise Fund works with schools County-wide to offer a portfolio of programs that foster motivated, engaged, and directed students poised for academic, professional, and personal success. Currently, these regional programs include a focus on female empowerment, STEM, media arts, college readiness, career exposure and work-based-learning, school improvement design, and parent engagement. We work alongside a network of essential partners, students, parents, teachers, and school leaders to build strong schools that increase educational equity within South LA and beyond. To learn more about LA Promise Fund visit [www.lapromisefund.org](http://www.lapromisefund.org). To learn more about Russell Westbrook Why Not? Middle School visit [www.whynotms.org](http://www.whynotms.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, faculty, parents and administrators. This is a temporary, full time, non-exempt hourly position.

### RESPONSIBILITIES AND DUTIES

- Oversee the overall management of the school office
- Directly supervise the Office Coordinator and Attendance Clerk
- Work with the Back Office provider to process payroll, accounts payable/receivable, 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
- Oversee the tracking of 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
- Oversee and 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 (e.g., 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
- Liaise between school and all school vendors/partners
- Manage school meals & student application compliance
- Assist Principal and Headquarters Operations team with school compliance (signage, binders, contracts, etc.)
- Assist Principal in ensuring all school departments have essentials to perform efficiently (SpEd, Parent Department, counselors, teachers, afterschool provider, etc.)
- Assist Principal with other tasks or special projects as needed
- Other duties as assigned

## CANDIDATE REQUIREMENTS

### *Education and Experience*

- High School Diploma required; 2 or 4-year degree preferred
- Experience working in K-12 schools preferred

### *Knowledge, Skills and Abilities*

- Ability to maintain a positive "can-do" attitude at all times
- An exceptional ability to respond well to feedback and implement it immediately
- Knowledge of principles of organization and administration including procedures, systems and equipment
- Ability to handle a variety of tasks and set priorities among them for effective, timely completion
- Extremely organized and able to prioritize tasks/projects for self and team members
- Strong organizational skills with the ability to create and maintain accurate records
- Excellent interpersonal and communication skills (written and oral)
- Strong ability to lead, manage and develop staff
- Ability to perform well under pressure
- Ability to work effectively and collaboratively in a "start-up" environment
- Ability to exercise discretion in the dissemination of information
- High level of personal responsibility and drive toward ambitious goals
- Commitment to customer service
- Proficient in MS Office, Google Suite, Zoom; comfortable learning new computer programs
- Minimum of 2 years' experience in an office administrative capacity; prior experience managing staff preferred

- Candidates must be CPR and First-Aid certified or willing to be certified during first month of employment
- Bilingual in Spanish required
- Commitment to LA Promise Fund mission and values
- Must clear a LiveScan criminal background check
- Must clear a TB Risk Assessment
- Must complete Mandated Reporter training

#### COMPENSATION

Salary range: \$18-25/hr

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

#### HOW TO APPLY

Email your cover letter and resume to [careers@lapromisefund.org](mailto:careers@lapromisefund.org).