



BUILDING OPERATIONS ASSOCIATE

ORGANIZATION SUMMARY

The mission of Memphis Delta Preparatory (MDP) Charter School is to support and grow productive and well-rounded citizens who will succeed in college and beyond. We will work tirelessly to ensure that all of our students are prepared to reach, attend, and graduate from highly selective colleges and universities. A completed course of study at a top-tier college will allow our students to build and support healthy and happy families, empower and improve their Memphis neighborhoods, and enjoy a rich intellectual life. Initially opening with 300 students grades K-4 in 2016, at full capacity, MDP intends to serve 480 students in grades K-5 in the South Memphis community. MDP is committed to closing racial and economic achievement gaps in a meaningful way – not only as measured through elementary and secondary standardized test scores, but more importantly, through post-secondary degree attainment.

THE MDP DIFFERENCE FOR EDUCATORS

The word “Delta” in “Memphis Delta Prep” refers not only to Memphis’s historic gateway location but also to the Greek letter used to denote change. We believe that to change outcomes for students and families, we must change our practice as educators – and fast! Our goal is to accelerate the learning of our students by accelerating the skill growth of our teachers. To do this, we spend significantly more time than other schools on developing, supporting and coaching our teachers. To make this possible:

- the school leader spends 80% of his time developing the teachers and the Instructional Coaches;
- the coach-to-teacher ratio is kept at 10:1 or less;
- the operations team is responsible for all non-instructional responsibilities throughout the building;
- the schedule includes ample time for teacher practice, coaching, planning, and collaboration; and
- we hire growth-minded teachers who love to practice and to improve their craft from day to day, hour to hour.

We ensure our teachers feel supported by our operations program, celebrated for their excellence, happy to be engaged in the fun work of teaching alongside great colleagues, and excited about the incredible opportunity to learn and improve in each moment.

POSITION SUMMARY

The Building Operations Associate will work closely with the Chief Operating Officer to implement efficient systems and structures to support a strong school culture and promote academic excellence. Operational quality is a determinate factor in the success of MDP and our students, and the Operations Associate is instrumental in implementing the vision for all school operations. The Operations Associate will ensure that the physical space and environment facilitates and enhances excellent teaching and learning; that obstacles to academic achievement are anticipated and avoided; and that staff, students, and families are able to focus on learning and growth in every moment. The Operations Associate reports directly to the Chief Operating Officer.

DUTIES AND RESPONSIBILITIES

Facility

- Manages school’s physical condition.
- Ensures that school is neat and clean and that minor repairs are completed quickly.
- Ensures books, materials, furniture, and equipment are properly inventoried, stored, and accessible.
- Is responsible for overall visual impression of school and ensuring all building decorum is maintained and reflects the MDP brand.
- Performs daily, weekly, and monthly building walk-through; prioritizes items to be addressed and takes required action steps.
- Responds to emergency janitorial issues when day-porter is not on duty.
- Manages relationship with custodial staff and maintenance vendors.
- Receives deliveries, transports boxes to appropriate building, unpacks and inventories supplies as required.

BUILDING OPERATIONS ASSOCIATE*Operations*

- Supports arrival and dismissal procedures.
- Provides operational support for special events throughout the year.

Office Support

- Spends time at the front desk each day; greets parents/visitors, answers phone, walks students to class
- Completes administrative tasks such as copying, data entry, and filing

Problem-Solving

- Responds to non-academic issues that may arise during the school day

Student Support

- Covers lunch and/or recess as needed.

Special Projects

- Completes individual ad-hoc projects and all other duties as assigned.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required

SKILLS AND QUALIFICATIONS

- Ability and willingness to learn quickly on the job
- Excellent communication skills
- Ability to execute daily systems with efficiency and fidelity
- Comfort and willingness to actively participate in school community and school activities, including events for and with families, field trips, etc.
- Ability to lift and move boxes/furniture with use of a hand truck
- Evidence of self-motivation and willingness to be a team player
- Belief in and alignment with MDP's mission
- Drive to improve the minds and lives of students in and out of the classroom

APPLICATION INSTRUCTIONS

Email resume to Caitlin Streit Teplicky, Chief Operating Officer, at cstreit@memphisdeltaprep.org

Salary commensurate with experience, along with benefits.