

SCHOOL OPERATIONS COORDINATOR**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 Operations Coordinator 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 Coordinator is instrumental in implementing the vision for all school operations. The Operations Coordinator 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 Coordinator is responsible for many of the essential non-human resources at MDP: space, materials, systems, and external relationships. The Operations Coordinator will work with the COO to create, implement, and refine systems to maximize the power and efficiency of these resources in the service of our mission. The Operations Coordinator 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.
- Manages relationship with custodial staff and maintenance vendors.

SCHOOL OPERATIONS COORDINATOR

- Receives deliveries, transports boxes to appropriate building, unpacks and inventories supplies as required.

Technology

- Oversees inventory and maintenance of technology equipment to ensure all teachers and staff members have fully functioning technology.
- Works closely with technology consultant to address issues.
- Monitors instructional technology to ensure that technology issues do not interfere with instruction.

Transportation

- Ensures dismissal lists are updated daily and all students get home safely.
- Coordinates arrival and dismissal procedures.

Financing, Purchasing, and Personnel

- Assists COO in onboarding new staff.
- Processes invoices and ensures timely payment of bills.
- Makes regular supply purchases and understands overall supply budget.

Family Relations

- Assists with student and family enrollment process and family orientation; facilitates parent involvement.

Problem-Solving

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

Special Projects

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

EDUCATION AND EXPERIENCE

- Bachelor's degree or higher required
- 2+ years experience in an urban school or community organization highly preferred

SKILLS AND QUALIFICATIONS

- Ability and willingness to learn quickly on the job
- Excellent communication skills
- Excellent data management and analysis skills; experience managing and manipulating complex data sets with Excel
- Demonstrated and documented ability to execute daily systems with efficiency and fidelity
- Comfort and willingness to actively participate in school community and school activities, including teaching electives, tutoring students, leading events for and with families, and chaperoning field trips
- 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.