

## Operations Manager

### About KIPP Bay Area Schools

In the San Francisco Bay Area, five KIPP middle schools and two KIPP high schools are closing the achievement gap between low-income students and their more advantaged peers. These tuition-free, college-preparatory schools are located in the under-served neighborhoods of Bayview Hunters Point and the Western Addition in San Francisco, East San Jose, San Lorenzo, and West Oakland. Our mission is to ensure our students develop the knowledge, skills, and character needed to succeed in college and the competitive world beyond.

KIPP (The Knowledge is Power Program) began in 1994 in Houston, Texas. Today, there are 82 KIPP schools in 19 states and Washington, D.C. serving more than 21,000 students. KIPP Bay Area Schools is the nonprofit with a total of 200 employees and annual revenue of \$20M that manages the seven KIPP schools serving 2,000 students during the 2009-2010 school year in the Bay Area.

### Position Overview

The Operations Manager is a key member of KIPP Bay Area Schools' Regional Support Office (RSO) team, working in close partnership with the Director of Operations & Technology (DOT) in managing operations for all seven KIPP Bay Area schools (KBAS). The core responsibilities of KBAS operations are: compliance, public funding, risk management, and procurement. The Operations Manager will serve as the lead on the operations team for compliance and procurement and assist the DOT as needed with public funding and risk management.

The Operations Manager will also be an important member of our regional Operations Community of Practice. The Community of Practice is comprised of our seven school site Operations Managers, the RSO Operations Manager and the DOT. He/she will assist the DOT in cultivating sharing and collaboration within the community. He/she will also assist the DOT in building a scalable and efficient operational infrastructure, providing exceptional service and support to our schools, ensuring their continued operational success, and working to support the schools' mission and culture of achievement.

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### Duties and Responsibilities:

#### Compliance/Oversight

- Maintain and manage master calendar of all compliance deadlines as they relate to district, county and state regulations.
- Ensure all compliance deadlines are met including, but not limited to, Prop 39, LEA Plans, Consolidated Applications, and reporting to charter authorizers, county, California Department of Education, U.S. Department of Education, and KIPP Foundation. Work with school site Operations Managers and DOT as necessary.
- Work with school Principals and school site Operations Managers to ensure timely submission of all data requests including but not limited to state attendance reporting, CSIS annual SSID maintenance, CALPADS, and KIPP Foundation.
- Build relationships with partner organizations and attend workshops and conferences as necessary to become expert on California charter policy and laws.
- Lead pre-audit work related to operations including but not limited to attendance accounting, our National School Lunch Program (NSLP), school schedules/minutes and calendars.

**Food Service**

- Manage school food service program, including but not limited to distribution and processing of meal applications, state and federal reimbursement processing, compliance and vendor selection.
- Attend workshops as needed to become an expert in federal lunch program guidelines.

**Procurement/Vendor Management**

- Cultivate and manage relationships with our regional vendors
- Research and propose cost saving procurement solutions
- Manage KIPP Bay Area Schools regional cell phone plan

**Public Funding**

- Assist DOT in identifying, securing and managing public funds as needed.

**KBAS Business Operations (BusOps) Community**

- Participate in the KBAS BusOps Community of Practice serving as a key contributor to the community providing training and professional development for school site Operations Managers as relevant
- Provide targeted ongoing support during the school year to school site Operations Managers.

**Risk Management**

- Assist DOT as needed with risk management projects.

**Special Projects**

- There may be additional projects that the Operations Manager will be involved in as assigned by the DOT.

**Skills & Characteristics**

- Bachelor's Degree required
- 3-5 years work experience
- Prior experience in operations and/or administration is a plus
- Experience in non-profit/education field and knowledge of the laws, rules, procedures, and programs specifically related to the business operation of charter public schools in California preferred
- Comfort with working in a fast-paced, entrepreneurial environment
- Excellent business writing, communication, and presentation skills
- Articulate, professional demeanor with strong self-confidence and initiative
- Excellent organization and project management skills; ability to implement programs, manage details, and work independently; ability to develop, revise, and implement procedures and systems; and ability to manage multiple projects and set priorities accordingly.
- High proficiency in Microsoft Excel, PowerPoint, Word, and Outlook required
- Detail- and results-oriented team player who is dedicated to getting the job done
- Initiative and leadership skills
- Embody our core values: passion, innovation, resourcefulness, respect, effective communication, impact
- Excellent ability in multi-tasking
- Unquestioned integrity and commitment to KIPP Bay Area Schools' mission

**Salary**

Competitive salary and benefits commensurate with qualifications and experience.