



OPERATIONS MANAGER

SUMMARY: Rainier Prep is seeking an exceptional Operations Manager who wants to be part of creating an excellent school that will deliver radically different results for students who have the most obstacles to a college degree. This position requires a self-motivated, collaborative professional who has proven ability to successfully work with diverse stakeholders, create effective communication, manage technology, and develop comprehensive systems, policies, and procedures. This role is responsible for setting the tone of the management of daily school operations and business functions. This person will thrive in a demanding and team-oriented culture. The Operations Manager reports to the Director of Operations. Black, Indigenous, and people of color are strongly encouraged to apply!

ABOUT RAINIER PREP:

Rainier Prep is a rigorous college preparatory 5th – 8th public charter school located on the border of South Seattle and Burien, WA. We believe in the inherent capacity of every student to succeed in a college prep environment. Rainier Prep aims to achieve radically different outcomes for students who experience the most obstacles to college degrees and representation in leadership positions.

Rainier Prep opened its doors for the first time in the fall of 2015. Modeled on some of the highest performing charter schools around the country, Rainier Prep's outstanding faculty and staff are transforming the expected educational outcomes for low income, students of color and immigrant students, committing to college and career readiness for each of our students.

MAJOR RESPONSIBILITIES: Create a positive, professional, safe, and welcoming school environment for students and families. Manage daily school operations, business functions, and external relationships that allow faculty and staff to focus on teaching and learning.

Responsibilities include:

Relationship Management

- Establish, develop, and maintain trusting relationships with students, families, staff, vendors, and community partners
- Supervise Operations Coordinator and Kitchen Service Coordinator roles, provide training and coaching specific to each staffer's individual responsibilities
- Create, prepare, and distribute weekly and emergency school communication to families
- Update website as needed
- Develop and maintain positive relationships with vendors, including custodians, school food provider, bus company, and other external partners



Business Functions

- Develop, manage, train, and maintain system for teacher order requests of equipment and supplies
- Establish monthly spend reports for Director of Operations and School Leader
- Track all expenditures, code appropriately, and remit to Finance Team for payment
- Track orders and deliveries while partnering with Ops team to ensure all invoices/POs are paid
- Submit reimbursement requests for the school meal program
- Submit compliance reporting to local, state, and federal entities
- Proactively assess and address facility issues or challenges
- Oversee and renew meal program application
- Support in the collection, and ongoing maintenance of all student records and files, using various tools such as Excel, Google, CEDARS (State Student Information System), and Synergy (our Student Information System)
- Maintain and regularly distribute family and staff communications to ensure timely communication
- Oversee family volunteer tracking and background checks

Daily School Operations

- Monitor procedures--such as arrival, breakfast, lunch, recess, and dismissal--to ensure they run smoothly, efficiently, and on-time while also soliciting feedback from other members of community to make improvements
- Create and monitor safety policies and procedures, ensuring all staff understand roles and can act accordingly
- Maintain school aesthetics at a high level based on Rainier Prep standards through close work with the custodian, staff, and students
- Manage food services to ensure on-time meals, availability for field trips, and compliance with federal food regulations, including sanitation standards, student lunch eligibility, and point-of-service tracking
- Manage instructional and office supply procurement to ensure that materials are in stock, requests are fulfilled, expenditures are tracked, and purchases fall within budget
- Create and implement the logistical procedures to facilitate school events for internal and external participants, including students, staff, and families
- Manage school technology needs and track inventory while also developing systems to support repairs
- Manage online platforms and ensure seamless integration and implementation of online services
- Assist sick children and coordinate basic medical needs of students
- Provide information and training to staff and students on Operations procedures and policies

**Deliver Excellent Results:**

- Students, families, staff, and community partners have a positive experience with Rainier Prep
- Meaningful memories are created with students, families, staff, and community partners which leads to lasting bonds
- Scholars, parents, and staff will feel safe and secure in the building.
- Rainier Prep aesthetics standards will be met
- Staff will consistently have all supplies and materials needed to educate our students at a high level
- All expenditures will be tracked, all expenses paid on time, reimbursements requested timely, and purchases kept within budget

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree
- Experience leading projects or programs resulting in effective outreach and meeting/exceeding goals
- Ability to create, implement, and maintain systems for operational excellence and incorporate various perspectives when creating or improving a system and/or training other staff to use it
- Excellent relationship building and communication skills with adults and students from diverse backgrounds
- Growth mindset and belief that all children can go to college
- Detail-oriented team player willing to roll up their sleeves to get the job done
- Ability to multitask in a fast-paced, dynamic environment
- Ability to work independently and as a team member
- Excellent organizational, planning, and implementation skills
- Excellent writing, communication, and presentation skills
- Experience working with diverse students and families, and a commitment for advocating for all children
- Strong technology skills, ability to adapt quickly and learn new technology, and proficiency in Microsoft Office (Word, Excel, PowerPoint)

PREFERRED QUALIFICATIONS:

- Fluent in Somali, Amharic, Spanish or Vietnamese
- Experience planning, implementing, and refining large-scale events, projects, or programs
- Experience in a high performing district or charter school that is significantly outperforming its neighboring schools
- Experience in high tech business, especially startup



JOB TYPE: Full-time, Monday-Friday

SALARY: Commensurate with qualifications and experience. Benefits such as time off during school vacations/holidays, health, dental and vision insurance, and retirement will be included with full-time employment.

HIRING PROCESS:

Go to www.rainierprep.org/careers and click "apply here" to begin the application process. Then email a cover letter and resume to apply@rainierprep.org. Please reference **Operations Manager** in the subject line. Rainier Prep will invite selected candidates for interviews. The selection process will continue until the position is filled. Hiring is contingent upon successful completion of employment and certification verification, fingerprinting, etc.

EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT:

Rainier Prep is an equal opportunity employer, and thus affords equal employment and advancement opportunity to all qualified individuals without regard to race, creed, color, religion, national origin, ancestry, gender, sexual orientation, pregnancy, age, disability, marital status, medical condition, or any other classification that is protected under applicable local, state or federal law.

NONDISCRIMINATION STATEMENT

Rainier Prep will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Rainier Prep will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. Rainier Prep programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities. The below listed compliance officers have been elected to handle questions, comments, and complaints of alleged discrimination. They are available at 10211 12th Ave S. Seattle, WA 98168 or by phone at (206) 494-5979.

Title IX Coordinator: Karen Lobos, Director of Operations, klobos@rainierprep.org
Section 504/ADA Coordinator: Mash Makhlyagina, Learning Specialist,
mmakhlyagina@rainierprep.org
Civil Rights Compliance Coordinator: Karen Lobos, Director of Operations
klobos@rainierprep.org