



FOUNDING DIRECTOR OF FINANCE AND OPERATIONS

Our Mission:

Staten Island Community Charter School will provide an exemplary K - 8 education program designed to produce a community of smart, responsible, creative, citizens. All students will master New York State Learning Standards and graduate ready to attend college preparatory high schools. Staten Island Community charter School will hold expectations high and inspire student achievement by cultivating close relationships between the school administration, students, teachers and parents.

How we'll accomplish it:

Our collaborative learning community will create a learning environment where students feel connected and supported. A caring community that nurtures respectful relationships in order to meets the academic, social and emotional needs of students. Our school seeks and promotes diversity, focuses on social responsibility, the arts and natural science. We have a strong commitment to positive social-emotional development and active parent involvement.

Position summary:

The Founding Director of Finance and Operations, reports directly to the Principal and is responsible for managing the day-to-day operations related to facilities and fiscal management.

Core Functions:

BUSINESS ADMINISTRATION

Financial Management

- Work closely with the Principal to ensure sound fiscal management of the school.
- Manages annual budget creation process with Principal
- Manages annual financial audit, tax filings and 990 filing with auditor
- Conduct and/or oversee all bookkeeping, monthly financial reconciliations, and monthly financial statements
- Maintains itemized spreadsheet of revenues and expenses
- Manage all fiscal reporting to all constituents including Charter authorizer and Board of Trustees
- Responsible for tax reporting to IRS and individuals
- Responsible for deposits, transfers, financial reimbursement procedures and bill paying
- Responsible for semi-monthly payroll and all relevant fringe benefits
- Completes all federal, state and city grant administration/reporting

- Select and oversee vendors, as needed, to procure products and services
- Pay bills for goods and services
- Manages purchasing, disbursement and maintenance of school supplies, materials and equipment

Compliance

- Manages all compliance responsibilities including Title I-V, teacher certification, safety, fire drill coordination, health, fingerprinting, software compliance, COBRA letters, student lottery, annual sexual harassment seminar and legal issues with pro bono attorneys
- Manages compliance related to Board of Trustees and charter renewal
- Administrates annual parent survey
- Oversee authorizer compliance in areas of responsibility and arranging yearly site visits

Technology Functions

- Oversee technology needs and supervise creation of technology plan
- Participate in the assessment of technology needs and creation of a technology plan
- Supervise Technology Associate and information technology providers and act as first level of response for technology troubleshooting and implementation
- Purchases and manages office technology software and hardware
- Oversee ERATE application process
- Responsible for school website and coordinate staff created content

OPERATIONAL

Student Records

- Supervise Administrative Assistants
- Maintains student records and ATS System – updates contact, health and emergency information
- Ensures that student information is accurate and filed as required by state law
- Coordinates academic data entry by teachers for report cards
- Manages/tracks attendance and lateness of students
- Work closely with other schools on the transfer of credit and related issues for students coming from or returning to those schools

Student Enrollment

- Manages student recruitment process, including outreach and tours for parents
- Oversees student enrollment
- Maintains student waiting list according to state law, receives and organizes applications
- Ensures new student lottery is run in compliance with law, works with office manager to document that process is followed by impartial party (auditor, board member)

Food Services

- Manages school nutrition program, including staff and vendor, for breakfast, lunch and/or snack, as applicable

- Ensures that parents complete forms to determine price of meals, free, reduced price or full price
- Communicates meal cost percentages to business leader for inclusion in appropriate funding streams – Title 1, E-Rate
- Ensures and tracks meal distribution
- Coordinates with principal to ensure adequate staff coverage of cafeteria
- Reports meal counts to business manager for reimbursement by appropriate State authorities
- Ensures compliance with Department of Health food service standards
- Coordinates Field-trips with teachers, parents and makes applicable arrangements for meals (brown bag lunches)

Transportation

- Manages student transportation by bus and other modes, for arrival, dismissal and field trips
- Ensures alignment of student transportation schedule with school calendar
- Manages daily changes in mode of transportation for students, when changes are necessary
- Coordinates processes for students entering, leaving and moving around the building

Facilities

- Coordinate school safety and facility inspection
- Facilities coordination, e.g. cafeteria, nurse, security and custodian
- Manage lease/purchase negotiations, maintenance and renovations
- Maintain system to address facility needs – lighting, repairs, emergency cleanup, etc.
- Set up employee mail boxes, room signs, hallway passes and emergency exits
- Manages move of school within or out of building, in collaboration with business manager, technology expert and administrative staff
- Supports long-term planning for use of permanent facility
- Schedules and logs fire drills in accordance with laws
- Collaborate with principal to plan school safety and emergency planning, including facility inspection
- Manages aspects of facilities such as, lease/purchase negotiations, maintenance and renovations

Human Resource Administration

- Participate in staff recruitment, selection, retention and dismissal decisions
- Coordinates job fairs, phone and in-person interviews
- Supports school leader with staff member pay scale determination
- Manages school tours for candidates
- Checks references prior to hiring
- Manages personnel files and ensures that all paperwork is complete for school staff
- Contracts with appropriate vendors for payroll, liability and property insurance, employee health insurance and benefits; accounting, transportation, food and other goods and services
- Acquaint new employees with benefits and insurance packages
- Provide for coverage for absent staff
- Work closely with other schools on the transfer of credit and related issues for students coming from or returning to those schools

- Administers Annual staff survey and attempts highest completion rate as possible, compiles statistics and files all surveys

Development and Marketing

- Cultivates foundation and corporation relationships
- Corresponds with donors and prospects
- Works with principal to implement and apply for grants and conduct fundraising activities; manages fundraising events; coordinates grant reporting
- Works closely with principal on community outreach and public relations
- Plan after school partnerships and administer
- Selects and implements fundraising software
- Manages marketing materials and updates external marketing sites as needed
- Supervise website design and and coordinate staff created content with technology associate
- Manage business card production in-house

Qualifications

- Masters degree in Public or Business Administration
- Additional credentials or exemplary experience
- Successful experience in leadership and or project or business management
- Demonstrated positive community relationships
- Minimum three years experience in non-profit management or school setting
- Willingness to work in an environment with children.

Compensation:

Compensation will be commensurate with experience

Start Date:

Position will begin pre-opening, part time work beginning early February 2010 and pay a monthly stipend. Full time work and salary begins July 1, 2010

To Apply:

Send cover letter and resume to: **pauline.statenislandcommunity@gmail.com** In the subject line of the e-mail please write, DFO position