



Operations and Human Resources Manager

About Explore Schools:

Explore Schools is a network of high-performing public charter schools providing 2,000 students in central Brooklyn with the outstanding education they deserve. Our mission is to provide students with the academic skills and critical-thinking abilities they need to succeed in a college-preparatory high school.

What We Believe:

- We believe that all children can learn when immersed in a rich environment full of high expectations, rigorous academics, and caring, committed adults.
- A child's educational outcome and life trajectory should not be determined by their zip code.
- It is both our privilege and responsibility to help close the opportunity gap in the Central Brooklyn community by increasing the high school graduation rate by 10%.

About the Position:

Explore Schools is seeking an experienced charter school operations professional to ensure the smooth operations of the main office, the integrity of student data, the management of on-site IT and SIS support. The Operations & HR manager will also provide support, management, supervision and evaluation of Associate level staff as assigned.

Key Responsibilities:

Leadership

- Sets vision to actualize a main office culture that provides high quality, professional customer service to all stakeholders, and upholds behavioral expectations of students.
- Supervise, support, professionally develop and evaluate associate level staff as assigned.

Office Management

- Manage, support and oversee all main office duties including, but not limited to: reception, making photocopies, sending and receiving facsimiles and mail, school-wide mailings, greeting and assisting visitors and parents, cash handling, attendance, office machine maintenance, supervising students, and assisting with other needs of leadership.
- Maintain binders with copies of all community correspondence (such as the MAM and Blue Memo).

Student Data Management

- Maintain the integrity of all student data and ensure the School's SIS matches ATS at all times in areas including, but not limited to: student demographics, academic records, health records, contact information, medical alerts, academic data including state exam scores, meal statuses, class rosters, special education services, transportation eligibility and routing, and parental permission.
- Ensures contents of student files are accurate, organized and filed as required by state law.
- Provides statistical data on student information, as required for stakeholders.
- Supervise the enrollment, transfer, discharge, and readmission process for students and the preparation of related records and files.

- Management of on-site technology and SIS support provided to teachers and staff.

Student Services Management

- Oversight of all School Foods and Office of Pupil Transportation processes.
- Transfer bus discipline issues to the appropriate Dean.
- Liaise with the bus company and parents during afternoon/evening hours and manage "ALL CLEAR."

Talent Management

- Manages human resources compliance, such as fingerprinting, personnel files, and staff evaluation process.
- Manages all aspects of staff benefits administration, including health insurance and retirement plan.
- Maintains records for staff member vacation and no fault days.
- Supports the recruitment and selection process.
- Must be able to work across multiple worksites as needed.

Additional Responsibilities

- Ensure the safety of students at all times.
- Assist with non-instructional supervision of students, as needed, such as arrival/dismissal, hallway monitoring, lunch and playground duty, or supervision of extracurricular activities.
- Assist in moving students to proper locations during fire drills and sports or arts programs.

Qualifications:

- **A minimum of 4 years work experience required, preferably within an urban charter school**
- Proficient with Excel, calendar programs, and databases; adapts quickly to new technology
- Strong project management and multi-tasking skills.
- Demonstrates humility and awareness of own gaps in knowledge and ability; tenacious learner.
- Possesses a confident, warm, and approachable demeanor.
- Bachelor's degree required.

Salary:

- \$55,000 - \$70,000