



DSST Public Schools: Operations Manager

Position Overview: DSST Public Schools (DSST) seeks an Operations Manager to oversee operational performance at all school sites, through undertaking, or managing, finance, administration and general school operations, in order to allow the School Director to focus on education-related aspects of school performance. The Operations Manager reports to the Director of Finance.

DSST Public Schools Overview: In its first five years, DSST has been recognized locally, state-wide, and nationally as a new model for high-performing urban secondary schools.

- DSST was the top performing Denver Public School, high school and middle school, in the 2008-09 year.
- DSST has earned the highest student achievement growth of any high school in the state of Colorado over the last three years.
- 100% of DSST's first three graduating classes were accepted to four-year colleges – the first Denver public high school to accomplish this achievement.
- DSST has been featured in *Newsweek's* "Great American High Schools," *The Denver Post*, and by the U.S. Secretary of Education, Arne Duncan, and Colorado's Lt. Governor as a national exemplar of school reform.

Working at DSST Public Schools: Professionals who work at DSST can expect:

- **A Culture of High Expectations:** All of DSST's graduates are accepted and go to four-year colleges and they are expected to become our city, state and country's next leaders.
- **Amazing Colleagues:** The DSST team is comprised of highly talented, successful, passionate educators who are committed to educating underserved students.
- **A Supportive Team:** DSST supports each one of its team members both in their professional and personal lives in a highly collaborative environment.
- **Professional Learning:** DSST is a learning organization which supports and challenges each staff member to learn, grow and become better educators daily.
- **Professional Success:** DSST provides everyone on our team the opportunity to succeed at the highest level – inspiring and changing the lives of our students.
- **Leadership Training:** DSST has created a comprehensive leadership development program that helps train aspiring leaders in the organization. Each director will benefit from this training.

Qualifications: DSST seeks candidates who have a demonstrated track record of the following leadership skills and beliefs:

Required Skills and Abilities

- Passionate belief in the mission of DSST Public Schools.
- Excellent interpersonal and communication skills, with demonstrated ability to speak and write clearly and persuasively.
- Excellent organization, time management, and follow-up skills; high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; ability to work independently.
- Ability to work effectively with a wide range of constituents.
- Ability to constantly evaluate the effectiveness of financial and operational systems and how best to modify and evolve those processes as the organization scales.
- Ability to manage and work with operations staff at each campus
- Ability to manage projects with vendors, contractors and personnel to an efficient and successful completion.

Operational Responsibilities

- Assist the Director of Finance in the development of and direct the administration of the facilities plan;
- Oversee facilities maintenance including preventive maintenance plans, safety and building inspections, and day-to-day upkeep of the buildings.
- Responsible for site level procurement of supplies, materials, equipment, and inventory management;
- Develop and streamline all non-instructional school site operations processes including:
 - School facilities, including readiness for occupancy and maintenance
 - Work with new and existing schools to ensure that they start each new school year fully stocked and equipped, and ready for operation
 - Supply procurement
 - School food service
 - Health & safety
 - Manage all safety procedures, including the development and communication of each school's safety and emergency plan
- Interfaces with School Directors to ensure smooth coordination of school operations;
- Establishes, reviews, revises, and monitors school operations;
- Supports logistical planning for school-wide events;
- Supervise, develop, coach, and manage all operations personnel at respective school sites, including office managers;
- Support School Directors in ensuring that all schools in the network are neat, clean, and operational at all times.

Evaluation: The Operations Manager will be evaluated based upon financial and operational metrics for school sites providing a safe and effective school operations that support School Directors.

Experience and Educational Background Required: Operations Manager candidates should have at least three (3) years of significant operations experience. Applicants should have a bachelor's degree. Experience in an educational setting is preferred, but not required.

Compensation: DSST Public Schools offers a very competitive salary, comprehensive benefits, and a commitment to continuing professional learning.

To Apply: Please apply online at <http://www.scienceandtech.org/jobs/jobs-overview.php>.

The DSST Public Schools proudly values diversity and is an equal opportunity employer.