

DIRECTOR OF OPERATIONS & HR MANAGER

Under the direction of the Green Tech CEO/Principal, the Director of Operations & HR Manager provides direction, oversight and supervision of operations programs, contracts, activities and staff to include, but not be limited to, finance: human resources; facilities, building and equipment; front office operations; child nutrition programs and cafeteria operations; cultivating, and managing effective contractor/vendor relationships that support Green Tech's operational needs; working closely with school leadership and staff to identify and satisfy school operation and transportation needs; developing operational strategies that improve operational efficiency and effectiveness and align with the operational direction and needs of Green Tech; working closely with school leadership in the development of operational schedules, policies and protocols and ensuring operational needs are satisfied and effectively and efficiently addressed; ensures and maintains physical condition, functionality, health, safety and security of school; recommends and develops school safety programs, policies and procedures including fire drill policies and schedules and overseeing and ensuring the effective conduct of drills; developing other safety/security policies and protocols, drills; Implementing, overseeing and managing school lockdowns as necessary to maintain school safety; and ensuring compliance with school policies and applicable codes, laws, rules and regulations; conducts and/or oversees HR activities and provides support to school staff in hiring, onboarding, orientation & training, payroll, attendance and leave, benefits, employee relations, mediation, discipline, separation and in other areas as necessary. Specific duties include, but are not limited to, the following:

- Oversees and supervises the activities of front office and cafeteria staff as well as the performance of contractors and vendors; maintains regular contact with contractors and vendors and ensures fulfillment of required/requested services and compliance with the negotiated terms of contracts.
- Responds to concerns and needs expressed by school leadership, staff and students and initiates appropriate requests and undertakes appropriate activities to ensure timely resolution and satisfaction of any needs that arise.
- Supervises the activities of staff in facilities and building management; property and system operations and maintenance; equipment maintenance, repair and replacement; HVAC operations; janitorial and custodial operations and services; outside property maintenance and landscaping, etc.
- Ensures facilities, building, property, and equipment maintenance and repairs, and janitorial, custodial services are carried out in accordance with needs and defined schedules.
- Ensures school grounds and surrounding areas are appropriately maintained and free from any safety hazards; works closely and collaboratively with school leadership, staff, vendors, contractors, companies, local, municipal and governmental entities, as necessary to ensure school, staff and student safety.
- Procures supplies and equipment as needed to maintain school operations.

- Develops and implements policies, schedules and processes for the distribution maintenance, repair and replacement of chrome books, phones and other equipment to staff and students.
- Develops, schedules and implements policies and processes to ensure operational success and compliance, including fire safety, inspections, security drills, school lockdowns/lock ins and drills, building inspections, city inspections; etc.
- Oversees the operations of the cafeteria and implementation and operational compliance of Child Nutrition Programs.
- Provides and/or ensures the training of staff, as appropriate, on cafeteria operations, Sexual Harassment, Workplace Violence, school safety and other areas as necessary to support effective operations and comply with laws, rules and regulations.
- Maintains contact with transportation vendors and initiates and ensures fulfillment of transportation requests for staff in relation to student outings and athletic events.
- Undertakes appropriate action to ensure all equipment and systems are functional, and maintained and repaired as needed. This includes, but is not limited to HVAC, Security and communication systems, copiers, phones, Chrome Books, etc.
- Conducts and participates in employee mediations, as necessary, to resolve and reconcile employee matters and disputes.
- Ensures confidentiality and maintains a high level of discretion and privacy in regards to sensitive information and develops policies and protocols to ensure the same amongst staff.
- Undertakes and/or oversees the conduct of activities related to the onboarding or off-boarding of school employees.
- Works closely with staff to monitor staff performance and address any issues that arise; participates in discipline and separation activities, as required.
- Oversees the development of the school budget and associated financial statements.

Minimum Qualifications:

- Bachelor's Degree or certification in Facilities Management or Human Resources Management
- Master's degree preferred
- Five years of experience in operations management or in a leadership position
- Prior experience working in a school and urban community is preferred but not required