



About Memphis Merit Academy

Memphis Merit Academy Charter School is a new academically challenging, highly structured, and joyful elementary school in Memphis, TN. Through rigorous academics, high quality instruction, and character development, **Memphis Merit Academy** ensures all kindergarten through eighth grade students achieve the academic skills, knowledge, and moral foundation to be firmly on the path to college after matriculating through our school.

Be a Dean of Operations at Memphis Merit Academy

To achieve our mission, **Memphis Merit Academy** will operate in a fiscally sound, organized, and efficient manner to ensure accountability and to protect every instructional minute. The Dean of Operations role reports directly to the Head of Schools and assists with various projects and tasks to ensure a focused and effective learning environment. We are actively searching for a dynamic person to fill our founding Dean of Operations position. The Dean of Operations is directly responsible for the management of fiscal services, state and federal grant reporting, human resources, risk management, facilities planning and development, maintenance and operations, transportation, technology, vendor relationships, student enrollment data and compliance with staff. The Dean of Operations supports the Head of Schools with the establishment, organization, and maintenance of effective business and financial structures within a fast-paced, high performing environment.

In August 2019, **Memphis Merit Academy Charter School** will open its doors to 120 kindergarten and first grade students, and we will grow by 60 students until we reach full capacity of 540 students during the 2027-2028 school year. We are actively building a founding team that shares our belief that with rigorous academics, high quality instruction, and character development all students are capable of excelling in high school, college, and life. The Dean of Operations must be passionate, detail oriented, and unrelenting in their belief of all children deserving a high quality education regardless of their demographics.

Job Summary

The foundation of academic excellence lies in a school that is strong in its operations. The founding Dean of Operations will create and execute the operational foundations of **Memphis Merit Academy Charter School**. The Dean of Operations will be responsible for all day-to-day operations, work directly with a range of vendors and the school's back office provider, and lead the operational staff of the school. The Dean of Operations ensures implementation and maintenance of clear systems that allow leaders and teachers to focus on student learning and outcomes 100% of the school day.

Qualifications

Memphis Merit Academy has launched an urgent search for a committed, resilient, and results-oriented Dean of Operations. We will consider candidates who:

- Embody the mission, vision, and core values of **Memphis Merit Academy** (Mindfulness, Excellence, Resilience, Integrity, and Teamwork)
- Unwavering belief that there is not a more urgent task than providing an outstanding academic and character education to students from urban backgrounds
- Take ownership for the smooth efficient operations of the school
- Exhibit teamwork and works well within a team of high-performers
- Are results-oriented and goal-driven, critical thinker, problem solver, analytical, and embody a can-do spirit and strong work ethic

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Job Description: Dean of Operations

- Promote continuous improvement by being open to feedback; are self-reflective and humble
- Excellent verbal, oral, and written communication skills
- Demonstrated ability to exercise excellent judgment in decision-making
- Willingness to actively participate in school community activities
- Communicate effectively with students, families, and colleagues

Key Competencies

- Leadership and management experience, including contracted vendor services
- Extensive data management and reporting skills
- Proven ability to multitask effectively and prioritize strategically.
- Analytical approach to designing and iterating systems based on feedback and results
- Experience working with budgets, accounting, and allocation of school resources.
- Strong growth mindset, with a willingness to take personal responsibility, able to internalize and apply feedback with immediacy, dedication to effectiveness and excellence
- Three to five years of experience in operations and finance preferred
- School-based experience preferred.
- Spanish proficiency preferred
- Minimum requirement of a bachelor's degree, advanced degree preferred
- Strong proficiency in technological tools, including Google Sheets, Google Slides, Google Drive (or equivalents)

Responsibilities

School Operations

- Manage all operational needs of the school, including the facility, all financial operations, entrance and exit procedures, attendance, school food, record-keeping, and human resource functions
- Creates a detailed start-up checklist and ordering list to ensure that the school starts each year prepared and fully stocked
- Ensures school-wide compliance with health and safety laws, charter contracts, state education mandates (including staff fingerprinting), teacher certification, and all federal and state workplace regulations
- Manage the enrollment process, including community outreach events, marketing, student lottery, registration, and family engagement events
- Tracks student admission applications and maintains waitlists
- Create and manage logistical systems within the academic program, including family conferences, homework collection, grading, behavior tracking, and progress reporting
- Creates and manages teacher, student, and classroom schedules.
- Leads logistical planning for school-wide events including school field trips
- Coordinates and oversees school-wide operational processes (i.e. transportation, nutrition, testing)
- Coordination of all safety procedures, including the development and communication of the school's safety and emergency plan, school entry and exit transitions
- Operates informational technology systems (i.e. Enrollment, Student Scheduling, Family Information)
- Creation of school policies & procedures and enforces it with stakeholders
- Management of the school's front office upholding a high-expectations environment
- Tracking, management, and distribution of student medication
- Drafts, edits, and distributes family notifications

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- Scrutinizes facility wear and tear and makes recommendation as to facility improvements
- Coordinates technology implementation for staff and students

Finance

- Direct and oversee relationships with external financial service providers for accuracy and completeness in accounting and reporting of all funds
- Submit regular financial reports timely and accurately
- Oversee financial, grant, and compliance reporting to internal and external stakeholders and other required entities
- Monitor expenditures in relation to the Board-approved budget and to assure that fiscal activities comply with federal, state, and local agency requirements
- Support the Head of School in revenue forecasting, budget development, planning, and allocation

Vendor Relations

- Assist with the procurement, management and coordination of school vendors (i.e. transportation, nutrition services, facilities maintenance, security, and other third party service contacts)
- Ensure ongoing monitoring and implementation of contracts

Student Enrollment and Family Engagement

- Tracking of enrollment at school site and, as required, lead the enrollment process by working with the school leadership, teachers, and administrative team to meet enrollment targets
- Implement enrollment campaign for students, including engagement in local marketing initiatives, and demographic analysis
- Coordinates family tours and family engagement opportunities

Supply Ordering and Management

- Maintain responsibility for site level procurement of supplies, materials, equipment, and inventory management
- Organize the request and intake of student supplies throughout the school year

Required Reporting

- Complete and file all local, state, and federal reports accurately and timely