



## **IDA DC Director of Operations Job Description**

### **I Dream Academy DC Mission**

I Dream Academy DC is an intentionally transformative learning community that nurtures 3-10 year olds to imagine and fulfill their dreams and aspirations. We collaborate with communities to customize purposeful, self-directed learning opportunities for all children.

### **Essential Mindsets**

- **You are all about I Dream Academy's Mission**

When you read I Dream Academy DC's mission, your eyes light up and you smile on the inside. Our website speaks to you and you know you want to be a part of making this school a reality for children. You can see it. Our mission and vision align with your beliefs and passion.

- **You live for data, systems and policies**

There is a natural order to the world. Systems thinking leads to a natural order in a school. You believe creating and implementing clear and consistent systems and policies are required to efficiently and effectively run the business of school. Data drives the evaluation of those systems and policies. You love data as much as you love systems.

- **You work with others positively and productively**

"If you want to go fast, go alone. If you want to go far, go together." You embrace this African proverb in the way you collaborate with others. You can easily work alone, but you recognize how important and fun it is to be a positive and productive member of a team. You have excellent interpersonal communication skills. People want to work with you.

- **You are ready to disrupt systemic inequities in service of our children**

You understand that the current public education system perpetuates systemic racism and that the achievement gap exists by design. You are committed to social justice and ready to transform the current public school model to one that values the gifts and talents every child and every family bring to the world. You are also committed to doing your own work to identify and mitigate your biases and prejudices in service of this work.

## **Planning Year (2019-2020) Responsibilities**

The Director of Operations provides vision, leadership, support, and evaluation for collaboration with external financial management service and procurement of a temporary or permanent facility for I Dream Academy DC by the fall of 2019. The Director of Operations also designs and maintains systems to enable school leaders and staff to focus on teaching, learning in a vibrant school culture. The Director of Operations reports to the Executive Director.

- Lead Facilities Team to find and negotiate lease contract for IDA DC facility
- Lead renovations of IDA DC facility, if needed
- Develop financial policies and protocols in collaboration with Board Treasurer and Finance Committee
- Set operational metrics for School Performance Plan, in collaboration with the school leadership team and the Board of Directors
- Manage fiscal planning and implementation of multi-year budget with school leadership team and external financial service
- Collaborate with Board Treasurer and external financial service to manage all financial and accounting services and prepare periodic reports on the financial status of the school, including to meet charter, legal and regulatory requirements
- Manage federal and state grant activities, including managing the application and budgeting process, requesting reimbursement, and tracking activities for financial and narrative compliance reports
- Develop systems, policies, and procedures in key functional areas of the school: human resources, school safety and security, vendor services, technology, front desk operations, admissions and enrollment, and school lunch service.
- Complete hiring process for all new staff
- Lead creation of family, learner, and staff handbooks with stakeholder input
- Lead student enrollment and build the school's relationship with MySchoolDC
- Research, acquire, and implement a student information system
- Research, acquire, and implement benefits package for employees
- Serve as the school's facilities transition officer in opening the new facility
- Lead hiring team to select Registrar for school opening (July 2020)

## **Responsibilities After School Opening (Fall 2020)**

- Train and supervise the Registrar to manage learner recruitment and enrollment for the school
- Participate in the annual operating budget process with the Executive Director and the Finance Committee
- Participate in the regular and continuous review and revision of the strategic plan and annual budget with the school leadership team and Board of Directors Finance Committee
- Continue collaboration with external financial service to manage all financial and accounting services and prepare periodic reports on the financial status of the school,

- including to meet charter, legal and regulatory requirements, including the annual audit
- Manage federal and state grant activities, including managing the application and budgeting process, requesting reimbursement, and tracking activities for financial and narrative compliance reports
  - Implement and maintain systems, policies, and procedures, as well as monitor vendor contracts in key functional areas of the school: human resources, school safety and security, vendor services, technology, front desk operations, admissions and enrollment, and school lunch service.
  - Complete hiring process for all new staff
  - Provide staff training to ensure all employees adhere to policies and implement systems and procedures with fidelity
  - Provide staff training and act as troubleshooting liaison for student information system
  - Serve as the primary liaison with the Board of Directors Finance Committee
  - Lead annual review and revision of family, learner, and staff handbooks with stakeholder input
  - Manage the school's IT program and contracts
  - Purchase and maintain the technology equipment and implementation of technology training
  - Manage maintenance schedule for facility (Boilers, HVAC, Roof, etc), if required in lease agreement
  - Stay informed about local policies and political initiatives impacting school operations

### **Qualifications**

- 3+ years of experience in operations, preferably in an urban school environment
- Minimum of a Bachelor's degree, though MBA or other relevant advanced degree is preferred
- Results driven, solutions-oriented leader with commitment to operational and financial excellence
- Strong oral and written communication skills

### **Compensation and Benefits**

I Dream Academy DC offers a competitive salary commensurate with experience and a comprehensive benefits package.

### **Why Join IDA DC?**

You will work to actively dismantle hierarchical systems of power that prevent young learners from realizing their full potential in the world. You will collaborate with other lifelong learners and social justice warriors to reimagine school design in a way that includes all voices in the decision-making process. You understand the task in front of us will require a monumental amount of work, but you see the vision and know this is difficult work we must do for our children.

### **To Apply**

Send a letter of interest and résumé to [jgomez@idreamacademydc.org](mailto:jgomez@idreamacademydc.org).