



The Mission of Patterson Park Public Charter School (PPPCS) and Clay Hill Public Charter School (CHPCS) is to be a place where students thrive as members of a vibrant and inclusive learning community supported with families, caregivers, staff, and neighbors engaged in a practice of whole-child education. By teaching and learning from one another, we embrace unique identities and cultivate an atmosphere of love. Our vision is life-long learners, healthy families, and strong neighborhoods.

CHPCS and PPPCS are community-founded schools driven to academic excellence and devoted to a whole child philosophy in a diverse setting. It is our privilege to serve a diverse community and our responsibility to foster inclusivity. We assert these values as the foundation for nurturing all our students, realizing our mission, and preparing our students for success in a global society.

## **POSITION SUMMARY**

The Director of Operations is a leadership role responsible for managing the teams that make our school buildings run smoothly (IT and Facilities) so that teachers and staff at Clay Hill Public Charter School and Patterson Park Public Charter School can focus on academics. The ideal candidate for this position loves school operations, is a strong project and people manager, and finds joy in solving problems so that kids can focus on learning.

## **PRIMARY RESPONSIBILITIES**

- Champion and embody school mission and values, including commitment to diversity, equity, and inclusion and serve as the operations manager within our growing network of schools
- Directly supervise the Director of Information Technology and the Facility Managers at both schools to ensure that the buildings look beautiful and technology functions well for all users.
- Cultivate and maintain a culture of excellence and customer service amongst the IT and Facilities departments. Support direct reports in troubleshooting challenges.
- Maintain open communication with school administrative teams so they are informed of and have opportunities to weigh in on projects that impact the school's programming.

- Create, coordinate, and manage a calendar of data review and consistent data protocol to be used by both sites so that schools are executing consistent and effective data cycles in support of student learning growth.
- Collaborate with the Executive Director and colleagues on the PPPCS, Inc. Team to ensure operational excellence for a variety of programs and stay within budget.
- As necessary, support the IT and Facilities with hiring and managing staff members and/or vendors.
- Develop or fine tune processes and procedures so that IT, Facilities, and other departments operate effectively and efficiently.
- Assist with additional projects and perform other duties as assigned or needed

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Minimum of five (5) years working in education and schools.
- Minimum of two years of successful management or people leadership position in a school, non-profit organization, or similar organizational setting. Demonstrated ability to successfully develop, mentor, and coach supervisors and staff
- Strong commitment to organizational mission, vision, and values, including commitment to diversity, equity, and inclusion
- Professional presentation and demeanor
- Excellent verbal and written communication skills
- Outstanding service orientation. Ability to work and interact effectively with a diverse population and at all levels within and outside of the organization
- Flexibility and adaptability. Ability to respond quickly to changes, priority shifts, and requests
- Strong project management skills. Experience managing and implementing processes and programs
- Strong persuasion and influencing skills. Ability to build buy-in and manage tactical and adaptive change within a school
- Strong analytical and critical thinking skills. Demonstrated ability to analyze and recommend equitable classroom space
- Exceptional organizational and prioritization skills. Demonstrated ability to successfully manage tasks and projects with competing priorities and demands
- Experience managing a budget and external resources and vendors

### **EDUCATION REQUIRED**

- Bachelor's degree preferred

## TECHNICAL SKILLS REQUIRED

- Strong technical skills. Advanced level of knowledge with Google Documents or Microsoft Office Suite
- Excellent ability to analyze complex data and develop a data-driven strategy. This includes: experience working with data collection platforms, fluency in excel, knowledge of standards and educational data points

## PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

To perform this job successfully, an individual must be consistently able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position involves sitting or standing for extended periods of time. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; bend knees; sit for extended periods of time; use hands to finger, handle or feel; and reach with hands and arms and requires the ability to **occasionally lift office products and supplies up to 20 pounds.**

The above description is not intended to be an exhaustive list of all duties, responsibilities or physical demands associated with this position. Duties and responsibilities and physical demands may change at any time with or without notice.

The noise level in this environment varies at times and may become loud depending on the activity and time of the day.

## COMPENSATION

This is a full-time, exempt position. The target salary range for this position is \$70,000-\$82,500; compensation is commensurate with education and experience.

## WORK LOCATION & HOURS

27 N. Lakewood Ave. Baltimore, MD 21224 & 6410 E. Pratt St. Baltimore, MD 21224.  
Monday – Friday, 8 hours/day with some nights and weekends.

## TO APPLY

To apply for this position, please email cover letter and resume to Jane Lindenfelser at [jlindenfelser@pppcs.org](mailto:jlindenfelser@pppcs.org). Only complete applications will be reviewed.

## **EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION NOTICE**

Patterson Park Public Charter School, Inc. does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, age, or any other status protected by law in its employment.