

Cornerstone Academy Preparatory School is an elementary charter school approved by the Franklin-McKinley School District in San Jose, California. We are seeking an Operations Manager for the 2012-13 academic year and beyond.

Background:

Cornerstone Academy's mission is to prepare scholars in kindergarten through grade six to excel in college preparatory secondary schools and beyond. Cornerstone Academy provides a structured rigorous education emphasizing literacy and mathematics that lays the foundation for academic success.

Located on the east side of San Jose, Cornerstone Academy opened in August 2010 to our first class of kindergarteners and first graders. We will be expanding to K-3 during the 2012-13 school year and looking for teachers and support staff who can contribute meaningfully to growing a college preparatory charter school.

Position Summary:

The Operations Manager at Cornerstone Academy Preparatory School supports and reports to the Executive Director and the Academic Director in the planning and execution of school-wide operations. This individual must be comfortable working in a highly disciplined, fast-paced educational environment, and they must be passionate about the school's mission of preparing every single scholar for success in demanding college-preparatory secondary schools and beyond.

Responsibilities:

- Embody the mission, vision and core beliefs of the school.
- Enforce school-wide behavioral expectations clearly, consistently, and fairly.
- Develop efficient, highly-organized systems to manage the day to day operations of the school.
- Administer procurement process and source selection to secure low-cost and high quality products and services for the school.
- Manage the school's uniform sales, including but not limited to: ordering, vendor relations, parent notifications, record-keeping, and reporting.
- Manage the school's food services program and complete all associated reporting requirements for the school with FMSD Child Nutrition Services, CDE Child Nutrition Analysts, and the National School Lunch Program.
- Manage the school's attendance process, complete all attendance reporting as required by the school, FMSD, SCCOE, and the CDE including but not limited to: monthly attendance reports, monthly CWA Resident and Non-Resident Reports, P-1 and P-2 reports.
- Manage the school's enrollment process: ensure completion of all enrollment documents from families, input all data into the school's student information system, update information as required, manage and update student CUM files, and provide weekly reports to Executive Director.
- Manage all facilities-related services including but not limited to: delivery of mail, IT services, custodial services, and maintenance services.
- Manage all back-office duties with assistance from EdTec, including but not limited to: collection and coding of all invoices for approval, generating deposit logs, making bank deposits, and ensuring accuracy of all documents sent to EdTec.
- Manage all school technology, including but not limited to: updating student information system, copier repair and maintenance, PC repair and maintenance, and printer repair and maintenance.
- Develop monthly newsletter for school community in both English and Spanish with input from the Executive Director and Academic Director.
- Oversee office manager, enrollment support personnel, and parent volunteers
- Assist the Academic Director with CELDT administration and all academic communication, including but not limited to: report cards, parent outreach, and academic support meetings.
- Complete all other administrative tasks in a timely manner as required by the school and meet all deadlines for deliverables.
- Arrive at school by 7:00 am and remain on campus until 5:00 pm, unless otherwise directed.

- Complete other tasks as directed by the Executive Director or Academic Director.

Qualifications:

- Bachelors' Degree from an accredited institution of higher learning.
- 2-3 years of operations or office management experience, ideally with an educational agency
- Fluency in Vietnamese, written and verbal, is highly preferred
- Excellent computer skills, including Microsoft Word, Excel, and PowerPoint.
- High level of proficiency in school technology infrastructure (hardware and software).
- Strong knowledge of public school government compliance requirements for non-academic school functions.
- Business and contract management skills and knowledge.
- Financial management skills-working knowledge of accounting and accounts payable systems
- Outstanding interpersonal skills with students, parents, colleagues, vendors, and community members (written and verbal).
- Exceptional organizational ability, detail-oriented, ability to multi-task successfully in a fast paced environment.
- Ability to meet deadlines
- An unwavering belief that all students can achieve at high levels.
- Philosophical alignment with the college preparatory mission of the school.
- Commitment to continuous professional growth and the ability to take critical feedback.
- High behavioral expectations for all students.
- Belief that structure and strict discipline are key drivers of student success.
- The desire to work as part of a team.

Compensation and Benefits:

Salary and benefit compensation will be competitive and commensurate with experience.

Commitment to Diversity:

Cornerstone Academy Preparatory School does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We are an equal opportunity employer.

Application Process:

Outstanding candidates should send a resume and a personalized cover letter to: shegde@cornerstoneacademysj.org. Please include the words "I believe all students can go to college" in the subject line of the email. An exceptional candidate will assume a full time role no later than September 15, 2012. The position will remain open until filled.