



Business Manager - Non-Certificated

OVERVIEW:

Though 9 in 10 Latino young adults say a college degree is important for success in life, fewer than 15% age 25 or older hold a bachelor's degree. Voices College-Bound Language Academies exist to change that. Founded in 2006 by East San Jose native and National Board Certified Teacher Frances Teso, Voices is a public charter school network with a mission to prepare all students for the challenges of higher education through the context of an academically rigorous dual-language program. With the Voices dual-immersion model, students receive 80% of instruction in Spanish and 20% in English starting in kindergarten. The percentages shift by 10% per year until reaching 50:50 in third grade. As a result, every student, regardless of home language, graduates fully bicultural, bilingual and biliterate in English and Spanish. In 2016-17, Voices will operate three public charter schools: Voices-Franklin McKinley School District (K-8), Voices-Morgan Hill and Voices-Mt. Pleasant (both Transitional Kindergarten - 2nd, growing to Transitional Kindergarten - 8th). As we expand to serve more traditionally underserved students in Santa Clara County and surrounding counties, Voices seeks additional team members who share a commitment to its mission and believe joyful learning and world-class academic preparation are not mutually exclusive.

Voices' VISION:

All students graduating from Voices College-Bound Language Academies will possess the knowledge, skills and confidence to succeed in any career path they choose to pursue in life by mastering academic standards and subject matter. Students will be aware of the many positive possibilities for their future, and enjoy learning throughout their lives. They will be able to think critically by asking questions, especially when confronted with the status quo. Our students will have a sense of social responsibility to make their communities better.

ROLE SUMMARY:

The Business Manager will be responsible for the planning, coordinating and supervising of the day-to-day business operations of the school office, and serves as the administrative aid to the Principal. Key areas of responsibility include: operations, student records, student recruitment, community relations, and finances. **The Business Manager** (BM) is a member of the School Leadership Team and ensures school processes and procedures are designed to maximize student learning, and that all staff implement policies and procedures fairly and consistently. The Business Manager collaborates with the Principal and faculty, directly manages non-academic staff, including two clerks, and cafeteria staff, and reports to the Principal and Network Operations Manager.

The ideal candidate for this position is systematic, entrepreneurial, community-builder, detail-oriented, and fiercely organized. In addition, this candidate must deeply believe in the Voices Academies mission and school model and be fully committed to achieving it.

KEY RESPONSIBILITIES:

OPERATIONS

1. OFFICE MANAGEMENT - Oversee and manage office operations and administrative functions as follows:

- Ensure the front office/site is organized, professional and representative of Voices' values.
- Coach and oversee two (2) business clerks, janitor, food service staff, site technician.
- Develop a strong culture among school operations team.
- Manage communications, including but not limited to phones, mail, and maintaining the general files and databases.
- Provide information and answer questions of all constituencies regarding school programs, policies, procedures and regulations.
- Arrange and schedule meetings, appointments, and interviews for the school (e.g. parent meeting, interview candidates, etc.)
- Oversee the maintenance of confidential files including, but not limited to, student attendance, assessments results, emergency and family information, academic and health records, fingerprinting, personnel files, credentials and TB records. Also responsible for maintaining students' cumulative files including, but not limited to, test scores, discipline citations, medical reports, and records.
- Maintain strong system for data management.
- Under supervision of Principal, oversee, provide training, supervise, and evaluate hourly staff.
- Relay information, messages and directives from the Principal.

2. MEAL SERVICES - Oversee all aspects of meal services, including cafeteria personnel, meal equipment, and reporting as follows:

- Monitor the student lunch program, including all communications with the food provider and with students and their families.
- Oversee and train staff managing daily food operations, ensuring a high quality of service and that all necessary safety precautions are followed
- Provide Food Service Staff support in resolving any issues related to meal service equipment and timely delivery.
- Oversee accuracy of state Lunch Verification and Lunch Reimbursement claim, creating district monthly lunch reports and updating the database on a quarterly basis.

3. SCHOOL SAFETY - Ensure safety of students and staff as follows:

- Develop and oversee campus supervision plan and schedule.
- Conduct and record monthly site safety security procedures such as scheduled fire drills, shelter in place drills, and lockdown drills.
- Ensure evacuation maps, fire extinguishers, and emergency supplies are in each classroom and common space.
- Administer basic first aid, distribute medications, and maintain injury reports.

4. HUMAN RESOURCES -

- Generate and submit reports needed for NCLB compliance via CBEDS and CALPADS including student and staff demographics, class courses and sections, English Learners and other state federal requirements, and other mandated reports on time and accurately.
- Provide timely and effective communications to the HR Manager regarding incidents and/or situations that might impact Voices Academies as a whole or as a school site.
- In coordination with the HR Manager and Principal oversee the orientation process of all new employees at the school site. To ensure understanding and agreement with the roles and responsibilities of Voices Academies staff as detailed in the Employee Handbook.

- Under supervision of the Human Resources Manager, maintain school staff human resource files including employment and withdrawal employment time tracking as it relates to grant management, professional development and sick leave tracking.

STUDENT SERVICES

1. ENROLLMENT - Together with the Parent Engagement Manager, coordinate all aspects of recruitment, enrollment, and registration for new students as follows:

- Community events, information meetings, school tours, and the open enrollment period.
- Manage process of random public lottery in compliance with state law and the school charter.
- Coordinate all aspects of enrollment and orientation, including family notification, preparation of student information packets, student registration, student and family orientation, and school tours.
- Oversee dissemination, collection, and data entry of Free and Reduced Lunch Forms for every student.
- Maintain annual waiting list, including notification of families when spaces are available.
- Complete End of Year and Start of Year Process for PowerSchool, ensuring all student demographic data is entered in an accurate and timely manner.
- Maintain current knowledge of PowerSchool and its functions, training other staff members as necessary.

2. ATTENDANCE - Oversee student and faculty attendance as follows:

- Oversee the execution and review of the submission of absence reports, substitute forms, and timesheets.
- Oversee preparation and audits of student enrollment and attendance reports, to ensure accurate processing of all state and county attendance reports (20 day, P1, P2, and PA) via CWA reports and Principal Apportionment Attendance Software.
- Provide frequent ADA (average daily attendance) updates and trends to Principal and school leadership.

3. STUDENT HEALTH - Promote student health as follows:

- Oversee accurate implementation of the Independent Study process for students, with particular focus on maintaining records for audit trail.

FINANCE:

- Oversee the Business Clerk in executing payroll process, purchase orders, vendors,
- Manage office facilities, equipment, furniture, supplies, and vendors.
- Administer all insurance requirements.
- Support in the production and/or produce reports as needed by the Principal and school administration team.

COMMUNITY RELATIONS:

- Establish and maintain professional and cooperative working relationships with all stakeholders: students, families, staff, supervisors, and community partners.
- Take a leadership role in maintaining processes that ensure front office and site embodies the values and high expectations of the school
- Promote a positive college going environment, including campus supervision during class transitions and classroom observations.
- Coordinate translation and distribution of publications, including the school newsletter.
- Actively participate in the Leadership Team, as well as school committees such as the Voices Academies Parent Advisory Committee.

KEY QUALIFICATIONS:

MINIMUM - To be considered for this position, candidates must hold the following minimum qualifications:

- Bachelor's degree or equivalent experience
- 3-5 years experience in operations, human resources, data management, finance and/or administration
- Prior experience in accounting/bookkeeping
- Seasoned professional with experience growing and managing an operations team.
- A leader who takes initiative, esteems accountability, and is a self-starter.
- Excellent oral and written communication skills in English and Spanish
- Demonstrated interpersonal skills, including the ability to listen to, collaborate with, and be responsive to all stakeholders including peers, supervisors, partners, professional advisors, community partners, students, and families.
- Demonstrated ability to work well independently and within a team environment, managing multiple projects and priorities, and working cooperatively to meet internal and external requests
- Experience or strong interest in public education, social justice and equity
- Demonstrated facility with a range of software products, including Microsoft Office (Word, Excel, PowerPoint), Financial Reporting Spreadsheets, and Databases.

PREFERRED - In addition, the ideal candidate will hold the following:

- Demonstrated , successful experience working with traditionally underserved students and families.
- California charter school experience or familiarity with California charter school regulations, laws, and funding.
- Experience utilizing Student Information Systems (i.e. PowerSchool) and financial software systems (i.e. QuickBooks), data management systems

PERSONAL AND PROFESSIONAL SKILLS – Finally, the ideal candidate will hold the following personal and professional competencies:

- Entrepreneurial Spirit – Commit deep passion and thought to the work of building an innovative, mission-driven school.
- Leadership – Couple strong management with excellent interpersonal skills in leading an organization in one's functional domain.
- Relationship – Develop relational trust across constituencies, by maintaining a positive attitude with students, parents and staff, while also maintaining confidentiality.
- Organization – Be intensely execution-oriented and frighteningly organized, allowing one to work in a fast paced, but sometimes unpredictable, environment.
- Perspective – Combine maturity, humility, a strong work ethic, a sense of humor, and a roll-up-my sleeves attitude to celebrate successes as well as navigate times of ambiguity and high levels of stress.
- Professionalism – See oneself as an ambassador of the school, presenting oneself both positively and professionally at all times and with all constituents.

PRIOR TO EMPLOYMENT - Once an offer has been extended, a candidate must meet the following criteria to receive a final contract:

- First Aid/CPR Certification
- Employment Eligibility
- Criminal Background Check
- Valid TB Clearance

KEY COMPENSATION:

- Salary commensurate with experience
- Medical benefits included
- Exceptional growth opportunities

CONTRACT:

- Reports directly to Principal and Network Operations Manager
- Permanent Full-Time, Exempt Position
- At-Will Contract

If you have any questions about this position, please contact Stephanie Castellanos, Director of Talent & Recruitment by email at jobs@voicescharterschool.com. Thank you.

Voices College-Bound Language Academy is an equal opportunity employer.

It is the policy of VOICES to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.