

Siuslaw Valley Charter School

Chief Operations Officer



JOB TITLE: Chief Operations Officer **JOB CATEGORY:** Administration / Operations

Department/Group:	Operations & Finance	Job code/Req#:	(to be assigned)
Location:	Whitmore Classical Academy, Florence, OR	Travel required:	Minimal travel; occasional off-site meetings or conferences
Level/Salary range:	\$45 - \$47 Hourly Rate	Position type:	Full Time Employee
HR contact:	(to be assigned)	Date posted:	March 14, 2025)
Will train applicant:	Yes, training provided for specific school-related systems and procedures	Posting expires:	April 15, 2025
External posting URL:		Internal posting URL:	

APPLICATIONS ACCEPTED BY:

Email: Chuck.trent@siuslawvalleycharterschool.com

Subject line: Chief Operations Officer Application

JOB DESCRIPTION

Role and Responsibilities

Operational Setup and Ongoing Management:

- Oversee all non-instructional functions of the school, including facilities, finance, IT systems, vendor management, and all other applicable operational functions.
- Develop, implement, and maintain operational systems and procedures to support both startup and long-term operational success.
- Manage the development and implementation of the school's budget, ensuring alignment with strategic priorities and compliance with applicable regulations.
- Collaborate with the Head of Schools and leadership team to ensure operational decisions support academic outcomes and student success.

Financial Oversight:

- Prepare multi-year budget forecasts, manage cash flow, and track expenditures to ensure fiscal health.
- Oversee procurement processes, including vendor selection, contract negotiations, and performance monitoring.
- Ensure compliance with state and federal financial regulations, including audits and reporting requirements.

Facilities and Safety:

- Manage facility acquisition, renovations, and maintenance, ensuring the school meets all safety, accessibility, and regulatory standards.
- Coordinate security measures, including access control systems, emergency procedures, and regular safety drills.
- Develop and oversee emergency preparedness plans, including responses to natural disasters, health crises, and other emergencies.

Human Resources and Staff Support:

- Collaborate with HR personnel to develop hiring strategies, manage onboarding, and provide ongoing training for non-instructional staff.
- Ensure staff adherence to policies related to payroll, benefits, and workplace safety.
- Support professional development initiatives related to administrative and operational roles.

Technology and IT Systems:

- Oversee the school's IT infrastructure, including hardware, software, and digital communication tools.
- Ensure the integration and functionality of Student Information Systems (SIS), Learning Management Systems (LMS), and Enterprise Resource Planning (ERP) systems.
- Manage cybersecurity protocols to protect sensitive student and staff data.

Compliance and Reporting:

- Ensure the school complies with all local, state, and federal regulations regarding operations, finance, and safety.
- Prepare reports for the board of directors and external agencies, providing updates on operational performance and financial health.
- Maintain accurate records and documentation to support audits, inspections, and reviews.

Community and Stakeholder Engagement:

- Collaborate with families, community partners, and vendors to support the school's operational needs.
- Serve as a liaison between the school and external agencies, such as transportation providers, local government offices, and emergency services.
- Participate in board meetings, providing input on operational matters and strategic planning.

Qualifications and Education Requirements

- Bachelor's degree in business administration, operations management, or a related field (Master's preferred).
- 3-5 years of experience in business or operations management, preferably within a K-12 setting.

Preferred Knowledge and Skills

- Knowledge of budget development, financial management, and compliance standards for public charter schools.
- Experience with facilities management, vendor negotiation, and IT system implementation.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficiency with Microsoft 365 and enterprise resource planning systems.

Additional Notes

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REVIEWED BY:

DATE:

3/13/2025

Approved by:

Board of Directors
)

Date:

3/13/2025

Last updated by:

Chuck Trent
Director

Date/Time:

4/10/2025