

## **Director of Operations/Enterprise—The New School, Atlanta**

### **(Full Time Position)**

The New School (TNS), a private four-year high school in Atlanta, offers an innovative curriculum which blends traditional academic study and community engaged learning, creating opportunities for students to do real-world work that takes them beyond the classroom. TNS takes a blended approach, combining multiple experiential learning opportunities with a rigorous college prep program to equip students with the competencies they'll need to thrive in the workplace, higher education, and their personal lives after high school. TNS students apply their classroom learning in the city through major interdisciplinary projects, an entrepreneurship program, and internships, and in the process develop portfolios of exceptional work and experiences. The New School is a pioneer of the Community Engaged Learning (CEL) model, and has developed a network of 100+ community partners in Atlanta and beyond. To learn more, please visit [www.tnsatlanta.org](http://www.tnsatlanta.org).

The New School was founded in 2014 and currently enrolls approximately 80 students in grades 9–12. Enrollment is predicted to remain at this level for the 2018-19 academic year.

### **Position Description**

The Director of Operations/Enterprise is entirely focused on the organizational stability and health of The New School. The Director will maintain and/or develop systems that support the smooth functioning of multiple departments (finance, HR, facilities among others) while contributing to the development of a strong culture of collaboration, communication and growth among faculty and staff. As a member of the leadership team, the Director will contribute to the unfolding vision of The New School while ensuring that the operational processes are always in good working order.

### **Essential Job Functions**

#### **Finance**

- Manage supply inventory based on school needs and teacher requests
- Oversee A/R, A/P and payroll in collaboration with bookkeeper and outside accountants to review monthly financial reports and communicate with school leaders and board members
- Lead annual budgeting process, involving all appropriate parties
- Oversee tax filings and audit processes

#### **People**

- Spearhead recruitment of new faculty and staff using multiple available channels (social media, email marketing, professional networking) and organize selection process for all open positions, coordinating input from leadership team members
- Oversee onboarding and orientation of new faculty and staff in keeping with the TNS culture
- Maintain all personnel files in compliance with required norms
- Implement calendar for growth and development conversations for faculty and staff
- Create opportunities to enhance the TNS culture for faculty and staff

## **Facilities**

- Serve as point person for all outside vendors and coordinate any needed repairs or preventative maintenance
- Work with leadership team members to identify needed capital projects; solicit bids and oversee work
- Maintain compliance with all safety related systems (alarm/fire/water etc) and lead regular safety-related drills

## **Communication**

- Assist with regular and ad hoc communication between and among faculty, staff and parents
- Maintain school calendar and calendar-related web updates; coordinate annual review and calendar planning among faculty/staff
- Ensure communication to parents is sent according to schedule (e.g. mid-term reports and final grades); assist in identifying unmet communication needs
- Manage necessary business filings

## **Student records**

- Maintain student records in keeping with organizational standards
- Assist staff, parents and students as needed with student record requests
- Determine needs for student data in collaboration with school leaders and faculty staff; create and implement systems to track required metrics

## **Qualifications needed**

- Undergraduate degree
- Minimum of 3 years of operational leadership in education or non-profit setting
- The ideal candidate will be a systems thinker who is highly organized, responsive and attentive to details
- Excellent written and verbal communication skills are essential as is an entrepreneurial mindset, and a passion for high school education

All faculty and staff are expected to embody the following New School values:

- The belief that students should be architects of their own learning
- A commitment to knowing students well and serving as their guide
- A passion for innovation, collaboration and participation in a community of learning

To apply or learn more, please send a resume and cover letter to [careers@tnsatlanta.org](mailto:careers@tnsatlanta.org).