



# CAMDEN CITY SCHOOL DISTRICT

## Office of Human Resources

[hr@camden.k12.nj.us](mailto:hr@camden.k12.nj.us)

## Manager, School Operations

(Pending availability of funds and Superintendent's approval)

The Superintendent invites qualified and interested candidates to apply for the position of **Manager, School Operations**.

Camden City School District is in a historic period of change. With the recent state intervention, Camden is uniquely poised to transform and re-focus its efforts to ensure all students have the academic and personal skills required to succeed in life. Currently, Camden City has 26 district, 11 charter and 3 renaissance schools serving more than 15,000 students in total, of whom nearly 95% qualify for free or reduced price lunch. The district is committed to building talented and committed cadres of educators and providing the appropriate supports to schools to ensure all students can be successful.

[The Camden Commitment](#) outlines the district's plan to ensure that every student in the city is enrolled in an excellent school that meets his or her unique needs. The Camden Commitment represents the district's promise to honor the faith of educators, community members and families in the limitless potential of our children by implementing the considerable changes necessary to ensure that they are able to learn in an excellent school. As a part of this plan, the district is in the process of streamlining and transforming the central office into a customer service and school support organization focused on ensuring that all schools are well-equipped to provide all of their students with an excellent education.

### **ROLE OVERVIEW**

The **Manager, School Operations** will serve as a liaison between the central office and Principals and their leadership teams as well as other central office officials to ensure that students receive outstanding non-instructional support and services in their school. The **Manager, School Operations** will be responsible for duties that are not directly related to instruction including managing procurement, transportation, food services, facilities maintenance, security, technology, enrollment, attendance, staffing and school budget monitoring and management.

### **MINIMUM REQUIREMENTS**

- Bachelor's degree from an accredited college or university required
- School operations and facilities management experience
- At least (3) years of work experience and a proven track record of success with project management
- Demonstrated ability to manage staff and work with the central office and schools
- Experience working with low-income students strongly preferred
- A valid driver's license as well as current insurance and vehicle with valid registration
- Required criminal history background check, physical and proof of U.S. citizenship or legal resident alien status

### **ROLE & RESPONSIBILITIES**

Major responsibilities of the role include, but are not limited to:

- Troubleshoots and supports school based operations, including, but not limited to, attendance, enrollment, school scheduling, special events, field trips, food services, transportation, volunteer coordination and maintaining equipment, textbook and supply inventories
- Liaises between the Division of School Support, Office of Technology and schools to ensure proper technology implementation (planning, troubleshooting, training, programming)

- Serves as a liaison with the Office of Facilities as it relates to ensure the proper maintenance, cleaning and community use of school site
- Supports school leaders on school based finance issues, including, but not limited to, managing aspects of the school budget and assisting clerks with purchase orders and expense reports
- Supports school leaders to ensure the proper maintenance of student and staff records
- Liaises among School Support, schools and the Office of School Safety
- Supports efforts related to school public relations and communications, promoting the school through positive interactions with community, businesses, parents and students
- Supports principal in ensuring proper staffing for the school, including monitoring staff attendance, substitute deployment and filling vacancies.

The Manager, School Operations may also take on other tasks and responsibilities as assigned by their supervisor.

### **CORE COMPETENCIES**

An ideal candidate for this role will demonstrate the following and/or have experiences with:

- Creative and outside-of-the-box thinking
- Managing towards outcomes and ambitious goals despite significant obstacles
- Excellent oral and written communication skills
- Ability to build and cultivate relationships with a wide variety of internal and external stakeholders
- Desire to grow professionally and seek out new opportunities to learn
- Effective research methods and report writing techniques
- Knowledge or willingness to learn laws, rules and regulations related to assigned activities
- Strong interpersonal skills including the use of tact, patience and courtesy
- Knowledge of health and safety regulations
- Integrity and clarity in all communications and interactions
- Strong problem-solving and project management skills - strong organizational skills, attention to detail, the ability to balance the big picture with detailed steps to reach the end goal and the ability to balance multiple projects under tight deadlines
- Outstanding interpersonal and teamwork skills
- Flexible, optimistic approach; committed to overcoming challenges; comfortable with change and ambiguity
- Ability to thrive in a fast-paced and achievement-oriented environment
- Willingness to go above and beyond to contribute to the success of a dynamic team committed to a new future for urban education
- Fluency in all Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and basic Web browsers and searches
- Demonstrated ability to learn quickly and take initiative

### **PHYSICAL DEMANDS**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simply grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds

### **REPORTS TO**

- Chief School Support Officer

### **EVALUATED BY**

- Chief School Support Officer

### **SALARY, EMPLOYMENT PERIOD, AND UNION AFFILIATION**

*Salary Range:*

- Competitive based on qualifications and previous experience

*Employment Period*

- Twelve Months, non-tenureable position

*Union Affiliation*

- Non-affiliated

**HOW TO APPLY**

Camden City School District is only accepting electronic applications. Please visit our [online application system](#) to submit your resume, cover letter and references today. Incomplete applications will not be considered.

**CAMDEN CITY SCHOOL DISTRICT IS AN  
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**