



Job Description

Position Title:	Senior Coordinator of Operations
Job Title:	Senior Coordinator of Operations
Function:	Program/Project Management
Family:	Program Management
Reports to:	Campus Principal

Terms of Employment:					
Pay Grade:	E17	Minimum Salary: *	\$64,930	Mid-Point Salary:	\$78,887
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	215	Type of Assignment:	Full-Time; Exempt	Contract Type:	Probationary ADMIN
Funding Source:	This position is locally funded.				

Job Scope

Lead daily activities of a department or function. Use significant independent judgment and familiarity with the field to perform work. Responsible for administration of various complex departmental programs and serves as the lead of a group of employees. Develops policies and procedures and oversees implementation and execution of them. Typically required to complete tasks of junior-level roles, when needed.

Position Summary

The Senior Coordinator of Operations will serve as the operations leader of an assigned campus, and will serve on the leadership team of the Campus, working in close partnership with the Principal, and other school-based leaders.

Essential Functions / Key Responsibilities

1. Manage the ongoing operations at the campus in close collaboration with the Principal.
2. Develop existing, and establish new, strategic partnerships to support teaching and learning.
3. Ensure that all campus-based systems are fully operational throughout the year.
4. Coordinate with campus leadership regularly to ensure smooth operations, identify needs, and facilitate flow of information.
5. Oversee the school's physical condition.
6. Assist the principal in the supervision and support the work of all front office and back-office staff.
7. Collaborate with school-based technology coordinator and the relevant District offices.
8. Oversee the purchase and maintenance of technology equipment, implementation of technology training, and management of technology relationships.
9. Manage student information database system and generates reports as needed in close collaboration with relevant District offices.
10. Oversee creation and distribution of progress reports and report cards.
11. Ensure the school maintains accurate student records, including student attendance.



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12. Manage student transcript requests, teacher recommendations, and other records requests.
13. Work with school-based kitchen staff to deliver appropriate meals to students at the appropriate times and transportation division to coordinate proper busing for eligible students.
14. Ensure school-wide compliance with health and safety laws, state education mandates, teacher certification, and all federal and state workplace regulations.
15. Ensure all school accountability data is being kept, revised, and recorded regularly and accurately.
16. Create and manages teacher, student, and classroom schedules including lunch, hallways, tutoring, testing, detention, homework center, and other before or after-school activities.
17. Manage campus-based systems and actions related to student recruitment and enrollment in close collaboration with relevant District offices.
18. Provide support for ARDs, LPAC, GT or 504 and other programs as needed.
19. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- Valid Texas Standard Principal or Mid-Management certificate.
- 3+ years of progressive experience in program coordination or related field.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Preferred Requirements

- Master's degree from an accredited college or university.
- 8+ years of related work experience
- Experience in urban education and/or nonprofit operations

Knowledge, Skills & Abilities

- Strong project management skills paired with the ability to synthesize information from a variety of sources.
- Acute attention to detail and a focus on efficiency and systems building.
- An eagerness to help improve Campus's program and operations in whatever ways possible.
- Excellent communication skills.
- A strong sense of humor coupled with an ability to work efficiently, intensely, and within an entrepreneurial environment.
- A demonstrated passion for urban education and closing the achievement gap.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).



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Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- As assigned by the Principal

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:

<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____

Date: _____