AMIGOS POR VIDA 鎀 FRIENDS FOR LIFE

Public Charter School

An Amigos Por Vida - Friends for Life Housing and Education Corporation School

Business/Operations Manager (2023-2024)

Amigos Por Vida – Friends For Life Business Manager

Our mission a Amigos Por Vida Public Charter School is to empower our students to become life-long learners and achieve academic and personal success, by providing an excellent education in a safe environment. "Responsible, Respectful, Ready!" is the backbone of our learning approach!

The Business Manager will have the following key responsibilities:

Administrative:

- Collaborating with the Director of Finance and the Superintendent to create procedures and routines that drive toward the school's mission of producing outstanding student outcomes.
- Organizes and maintains a system for accurate and complete record-keeping and reporting for all financial records as required by law.
- Ensuring Amigos Por Vida Friends For Life Public Charter School complies with all Texas Education Agency policies and mandates.
- Creating and managing documentation systems to ensure the school complies with all regulations.
- Creating and leading school wide professional learning sessions on protocols and procedures.
- Participate as a member of the school's leadership team with responsibility for leading and coordinating projects.
- Assisting with the execution of recruitment and enrollment plans which includes creating marketing materials, neighborhood canvassing, and communications with prospective parents.
- Managing the school's social media presence and campaigns.
- Perform other job-related duties as assigned.

Facilities:

- Setting, communicating, and supporting staff on a high standard of expectations for classroom and building appearance.
- Overseeing maintenance and materials.
- Manage building, grounds, routine maintenance, school safety, fixed assets including custodial services.
- Maintain appropriate levels of insurance to protect school district property and potential liabilities.

Food Service:

• Manage activities of the National School Lunch Program (NSLP) including monthly quarterly, and annual report and applications.



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Safety and Security:

- Ensuring student safety through the creation and practice of emergency plans.
- Managing the school's safety calendar and making regular updates to meet compliance with Local, State and Federal laws the school calendar.
- Establish, monitor, and manage all safety and risk management policies, procedures, and practices for the purpose of ensuring a safe environment for employees and students in their use of school facilities and transportation and to comply with legal requirements (e.g., OSHA and Workers' Compensation).

Procurement:

- Managing the requisition and purchase orders.
- Overseeing and interfacing with all vendors and service providers, including food services, janitorial services, managing all RFPs (Request for Proposals), purchase orders, checks, and other related items.
- Creating purchase orders, tracking shipments, and following up on administrative needs with vendors, including ordering, receipt, and maintenance of supplies.
- Perform other job-related duties as assigned.

Human Resources:

- Assisting with onboarding new hires and explaining operational plans and procedures.
- Responsible for administering and monitoring all employment activities, to assure compliance with all personnel-related activities, including recruiting, hiring, appraisals, benefits, Americans with Disabilities Act (ADA), Equal Employment Opportunity (EEO), and Worker's Compensation.
- The Business Manager is responsible for managing non-instructional personnel such as child nutrition, custodians, and other personnel as assigned.

Qualifications

- Bachelor's degree required.
- Experience working on a school-based operations team and or experience working in community development preferred.
- Strong organizational skills and attention to detail required.
- Excellent communication and interpersonal skills and the ability to establish and maintain effective and collaborative working relationships with all school stakeholders.
- Outstanding time-management skills and a dedication to meeting deadlines.
- Fostering collaboration among members of the school's operation team while giving and receiving constructive feedback.
- A demonstrated record of operating at a high level in a fast-paced and demanding school setting.
- Knowledge of office equipment and services including computers, printers, copiers, fax machines, phones, and software.



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Salary and Benefits

- Starting salary will be determined based on experience and qualifications.
- Possibility of an annual retention incentive bonus.
- Amigos Por Vida offers a highly competitive comprehensive benefits package, which includes a 100% covered medical health plan, a variety of supplemental benefits, Dental, and Vision.
- National holidays, Thanksgiving Break, Winter Break, Spring Break.
- State and Local Days.

Equal Opportunity Statement

Amigos Por Vida - Friends For Life is an equal opportunity employer. We value diversity and do not discriminate based on race, color, national origin, religion, sex, age, disability, or any other legally protected status.

