



SOAR Academy is a Tacoma charter public school committed to providing an enriching and welcoming school community for a diverse student body from across Pierce County. First opened in the fall of 2015, SOAR currently serves K-3rd grade students and will grow to serve 4th and 5th grade students in the 2018-2019 school year. SOAR will continue to grow until reaching its full size as a K-8 school.

At SOAR, all learners are provided with a highly rigorous, engaging and personalized education, along with the individualized supports they need to thrive within an inclusive educational setting. Through the practice of culturally responsive pedagogy and strategic arts integration, we ensure students are developing the critical thinking skills and healthy habits of mind that are necessary for success in both school and life. As a member of a trans-disciplinary school-based team, the school leader will help prepare all students to be productive, contributing members of our increasingly global community and economy.

WWW.SOARACADEMIES.ORG

SOAR ACADEMY

Operations Manager

2018 - 2019

As a member of our transdisciplinary school-based team, the School **Operations Manager** helps ensure we have systems and controls in place to support the effective and efficient running of the school. The Operations Manager works to implement, evaluate, and improve operational practices while maintaining compliance with state and federal laws and contributing to a responsive, welcoming and student-centered community.

JOB DUTIES:

- Oversee the implementation of operational activities and participate in the ongoing development and refinement of operational practices to support the school's growth
- Manage the food service program, including health department inspections and safety compliance, free and reduced lunch application process, and record maintenance
- Ensure compliant human resource practices and documentation, including new employee induction, maintenance of staff records including licensing and compliance with benefits and personnel files, and tracking of sick leave and PTO
- Process invoices, deposits and payroll, interfacing with the back-office provider weekly to ensure internal controls for the school's financial health are in place
- Manage vendors and operational support staff, including supporting procurement and hiring processes
- Support student transportation, including data collection for state reporting
- Partner with school medical personnel to create and sustain a process of medication administration and routine screenings
- Serve as day-to-day lead for on-the-ground IT support, coordinating with vendors as needed to ensure effective technological systems
- Serve as Safety Coordinator for the site, including convening a monthly committee, overseeing all emergency drills and managing assets
- Coordinate details for important operational events in school calendar (ex. – picture day, dance recital, Board meetings, health screenings, audits or site visits)
- Support timely compliance and communication with authorizer, state and federal stakeholders, serving as on-site audit lead and main liaison to authorizer
- Fulfill other responsibilities as assigned

JOB QUALIFICATIONS:

- Bachelor's degree required
- Computer literacy, including experience utilizing all Microsoft Office suite products, cloud-based databases and storage solutions and, preferably, bookkeeping software
- Excellent organizational, planning, communication, and presentation skills
Ability to perform in a fast-paced, dynamic, team-driven environment
- Excellent relationship building and communication skills with adults and children alike
- Washington Driver's License and ability to be insured by Seneca's automobile policy
- Clearance of TB test, fingerprints, and any other state or federal requirements

Equal Employment Opportunity Commitment

SOAR Academy is an equal opportunity employer and thus affords equal employment and advancement opportunity to all qualified individuals without regard to race, creed, color, religion, national origin, ancestry, gender, sexual orientation, pregnancy, age, disability, marital status, medical condition, or any other classification and provides equal access to the Boy Scouts and other designated youth group that is protected under applicable local, state or federal law. The following employee has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator:
Assistant Principal
2136 MLK Jr Way
Tacoma, WA 98405
253-444-6759

Civil Rights Coordinator:
School Principal
2136 MLK Jr Way
Tacoma, WA 98405
253-444-675

504/ADA Coordinator:
School Principal
2136 MLK Jr Way
Tacoma, WA 98405
253-444-6759

Please email a resume and cover letter to jobs@soaracademies.org