



CWC Cincinnati Director of Operations Citizens of the World Charter Schools

SUMMARY

Our purpose at Citizens of the World Charter Schools (CWC) is to realize human potential by strengthening the bonds among us and developing true citizens of the world. In this work, we are guided by our core values of Excellence, Authenticity, Diversity, Community and Change, and our operating norms that reflect a commitment to personal and professional growth, including operating as learners, with curiosity, integrity and humility.

The mission of Citizens of the World Charter Schools is to impact and expand the conversation about what an excellent education contains, requires and accomplishes. Citizens of the World schools challenge students to realize their full potential and thrive in a diverse society. We are public schools open to all, committed to serving diverse communities throughout the U.S. with schools currently in Los Angeles and Kansas City. We develop sophisticated thinkers who master content and have a courageous and compassionate sense of responsibility for themselves and others. Our schools are in strong demand. Our classrooms are challenging – and joyful – learning environments that engage children through fun projects tailored to their personal experiences, strengths and needs. Our teachers take the time to get to know each child as an individual. We empower children to think critically *and* learn to engage respectfully and productively with fellow students by developing their capacity to enter into and understand the lives of others. Our goal is for student “success” to include mastery of both content and emotions, so that students can meaningfully connect with each other, be part of any community, and courageously decide who they are in the world and how they want the world to be.

The Director of Operations is a key member of the regional leadership team and has a significant impact on the direction of the organization. By working with the Executive Director, the Board of Directors, and the Citizens of the World Charter Schools national network, the Director of Operations will play a critical role in guiding the strategic direction of the CWC Cincinnati region. As the CWC Cincinnati region grows, the scope and responsibility of the Director of Operations is also expected to increase.

This is a full-time position on the CWC Cincinnati team and is located in Cincinnati, Ohio.

For more information on Citizens of the World Charter Schools, please visit www.citizensoftheworld.org.

CANDIDATE PROFILE

The Director of Operations is responsible for all non-academic operations at the school(s), including the school's business operations, finances, and compliance with its charter and all laws and regulations.

Budget and Finance: Works closely with CWC Cincinnati's contract financial services provider/treasurer and the Executive Director to manage the daily financial and business activities –



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both expenses and revenues. Coordinates with the Principal to ensure that the budget is adhered to and all reports are submitted accurately and on time. Manages (and/or delegates) the procurement of goods and services in accordance with governing law and CWC Cincinnati's fiscal policies; negotiates and oversees contracts with major vendors. Manages and coordinates school-level information for audits. Oversees database of donors and gifts.

Enrollment: Works with the Executive Director on the annual student recruitment strategy. Manages the student enrollment process, including the annual lottery, offers of admission, and wait-list. Enrolls new students in compliance with applicable laws; oversees and supports the School Office Manager in collecting, verifying, and maintaining all student registration materials. Ensures timely and proper enrollment and attendance reporting to all appropriate agencies.

Human Resources: Works with the Executive Director and the Principal on the annual staff recruitment strategy. Acts as the primary communicator with all candidates in the talent pipeline and facilitates the scheduling of interviews and observations; participates in recruiting events and interviews as needed.

Oversees and administers personnel matters, including (through CWC Cincinnati's contract financial services provider/treasurer) payroll, benefits, and COBRA. Properly implements all school policies and procedures relating to HR. Provides appropriate information and assistance to school staff regarding personnel matters and benefits. Provides effective support and advice to the school administrative team on personnel and HR issues. Ensures that all staff hold credentials as required by law and pass background checks. Prepares and maintains legal personnel-related documentation (including offers of employment, disciplinary procedures, and terminations of employment). Maintains up-to-date personnel files.

School Operations: Supervises the on-site custodian(s) to ensure a safe, clean learning environment. Coordinates and supports any community/parent volunteers relating to the maintenance and upkeep of the building. Supports the ACE Director with the after-school snack program: ensures adequate and compliant snacks are provided and accurate records are kept and reported per state regulations.

Supports the Regional Office Manager in the oversight of the National School Lunch Program (including breakfast) and student transportation, per CWC Cincinnati's program policies. Ensures that the school's building and technology systems function; coordinate service as needed. Supports the Regional Office Manager in maintaining the region's equipment, technology, and materials inventory list.

School Administration/Data Compliance: Works with the Regional Office Manager and School Office Manager to manage CWC Cincinnati's student information system and EMIS data reporting. Serves as the communication liaison to:

- The Board of Directors, including taking minutes at Board meetings, ensuring distribution of public documents (through the website and EpiCenter), and Board compliance with the Ohio Ethics Commission.

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- The charter school sponsor and Ohio Department of Education
- The parent community, in the event of an emergency or school closure.

Strategic Planning: Works with the Executive Director on long-range strategic growth, including budget, talent, and facility planning.

Staff and Reporting Relationship

The Director of Operations shall formally report to the Executive Director. S/he will work closely with the Principal, the faculty, community partners and other stakeholders, including the school's Board of Directors and CWC Schools.

QUALIFICATIONS AND TRAITS

Ideal candidates will have experience with Ohio charter school data reporting requirements (EMIS and other systems). Candidates will also have:

- Have a Bachelor's degree, MBA or equivalent experience preferred
- Have experience working in a fast-paced educational environment, nonprofit or social enterprise for a minimum of two years
- Communicate proficiently in Spanish (written and oral)
- Demonstrate skills with Microsoft Office Suite, including expertise in Excel.
- Possess strong leadership and team management skills
- Possess strong interpersonal and communication skills
- Be organized and self-managed, be able to handle many responsibilities simultaneously
- Have excellent problem-solving skills
- Be committed to building a community of collaboration with a diverse group of stakeholders
- Be dependable and have excellent follow-through
- Be aligned with the education philosophy and the school's mission.

Compensation & benefits

CWC Cincinnati offers competitive salaries commensurate with experience and a comprehensive benefits package. CWC Cincinnati is an Equal Opportunity Employer. As an organization that values diversity and aims to serve a diverse group of students, we work to reflect this diversity in our staff as well.

Contact

Please email a cover letter and resume to recruitment@cwcschools.org with the email subject line title: "CWC Cincinnati Director of Operations Application".



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