



## Community Partnership Charter School – Director of Operations

### ABOUT COMMUNITY PARTNERSHIP CHARTER SCHOOL

As a Beginning with Children Foundation (BwCF) school, Community Partnership Charter School (CPCS) has been educating children for more than a decade. CPCS was co-founded in 2000 by BwCF and a group of parents from Fort Greene to further Joe and Carol Reich's dream of establishing high quality schools for low income children in Brooklyn. CPCS currently serve grades K- 7 and shares space with PS 270 for grades K-5 and PS 256 for grades 6-8. CPCS offers personalized instruction that addresses the individual needs of students. Our programs use ongoing assessment to monitor every child's progress and adjust the curriculum as needed to ensure the mastery of important skills. We teach students to work together and persevere through challenges with integrity and compassion.

### POSITION – DIRECTOR OF OPERATIONS

CPCS is currently seeking a dynamic and innovative Director of Operations to manage all levels of school operations, as well as be a member of the school's leadership team. Dually reporting to the BwCF Vice President of Operations and the CPCS Directors, the Director of Operations will be responsible for all non-academic areas of both campuses and supervision of the school administrative and custodial staff.

### RESPONSIBILITIES

- Operations – Organize and oversee daily activities of CPCS as it relates to school operations including effective coordination of operational roles and responsibilities between the schools' administrative staff and two campuses. Oversee and manage school facilities, school transportation, food services and health and safety. Assist BwCF Vice President of Operations to ensure successful completion of school-wide initiatives such as charter school renewal process.
- Compliance – Manage and ensure compliance with NYS Education Department, charter authorizers and other regulatory bodies, including teacher certification.
- Data Management – Oversee student data system and coordinate administration of student assessments. Provide reporting information as requested by School Leadership and BwCF Vice President of Operations.
- Community Engagement & Strategic Partnerships – Manage school lottery and relationships with key community stakeholders. Serve as liaison for BwCF Alumni Program and school strategic partnerships.
- Governance – Prepare monthly school board meeting materials and provide reporting as needed for BwCF board meetings.
- Technology Management – Partner with BwCF Technology staff and vendors to ensure maintenance and upkeep of school technology.
- Budgeting – Collaborate with Finance team on budgeting and contract negotiations.

### REQUIREMENTS

- BA/BS required. Graduate degree advantageous
- 3-5 years of professional experience, preferably in a business or education setting
- Outstanding analytical and critical thinking skills; results-oriented with a respect for data-driven outcomes; Acute attention to detail, flexible and able to multi-task
- Excellent written and oral communication skills; relationship builder and manager
- Willingness to work autonomously, collaboratively, and/or under the direction of senior staff, as needed
- Proven leadership qualities, resourcefulness, team oriented, enthusiasm, and an entrepreneurial spirit; High energy and a self-starter; able to work quickly and effectively under pressure in a fast-paced environment
- Demonstrated passion for and commitment to CPCS' mission and educational model
- Strong knowledge of Microsoft Excel and PowerPoint required

### HOW DO I APPLY?

Interested candidates should email a resume and cover letter to [operations@bwcf.org](mailto:operations@bwcf.org).

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