



An award-winning EL Education School in Washington, DC

Position Available: Operations Associate

The Operations Associate (OA) will support the Operations Team on the daily operations of the school. The OA reports directly to the Director of Operations and will also work closely with the school Nurse, Business Office and Front Desk Staff. S/he will have ongoing responsibilities in supply management, ordering, shipping, receiving and distribution of materials, maintaining the teacher work room, documenting collection and status of student health records, medication administration, special projects and food service support. The OA will interact with students, staff and the greater community on a daily basis.

This is an excellent opportunity for anyone interested in developing operational best practices and systems, or in learning more about how charter schools operate. This job description provides an outline of some of the duties of the position, but there may be additional responsibilities as assigned by the Director of Operations.

This is a 12-month position, which is exempt and therefore not eligible for overtime pay under the provisions of the Fair Labor Standards Act.

Essential Duties and Responsibilities:

Supply Management

- Manages the ordering process for each campus and Central Office staff.
- Receives and tracks all instructional and office supply orders.
- Maintains accurate records of all orders.
- Maintains organized supply closets.
- Performs quarterly inventory of supply closets.
- Assists in the development and implementation of supply order systems.
- Provides training to staff on ordering procedures and enforces policies.
- Responsible for the beginning of year consumable/non-consumable orders and distribution.
- Develops and maintains positive relationships with vendors.

Shipping/Receiving/Distribution

- Receives and signs for deliveries.

- Ensures an accurate invoice is received and processed for payment for each delivery.
- Ensures timely distribution of deliveries to proper staff recipient.
- Ensures quality control of all ordered items.

Teacher Work Room (TWR)/In House Supplies

- Regularly stocks the teachers work room with all supplies.
- Maintains an organized storage closet in the teachers work room.
- Manages, fills and delivers in-house supply orders for all staff.
- Maintains school aesthetics at a high level by keeping the Teacher Work Room clean and fully stocked.
- Manages TWR laminator and front desk postage meter and schedules necessary repairs.

Health Suite Services

- Completes medication administration training (MAT) to provide basic first aid, as well as administration of daily or short-term medication, including diabetes care, as needed.
- Maintains supplies for Health Suite, per Director of Operations.
- Ensures staff have appropriate first aid and medical supplies for fieldwork.
- Monitors CCPCS fieldwork schedule and keeps sign-out/sign-in records for student medication.
- Attends field work off site in support of students who require diabetes care.
- Verifies status of student health certificate submission and follows up with families as needed.
- Verifies status of student permission to participate in sports and follows up with coaches as needed.

Support to Spanish-speaking families and community members

- Provides translation of operations communications to families, health notices and other materials into Spanish as needed.
- Assists nurse in communicating with students or parents in Spanish, as needed.
- Serves as a general resource for Spanish-speaking families.

Daily Operations/Special Projects

- Participates in traffic duty to ensure that arrival and dismissal run smoothly and effectively.
- Assists with photocopying, mailings, data entry, filing, etc., as needed.
- Supports the main school reception desk as needed.

- Schedules and manages annual school picture day, including: individual photos, class photos, student ID ordering, and staff photos/IDs.
- Assists in logistics planning and implementation for internal and external events that may include unlocking doors, transporting materials, guiding visitors. This may involve occasional evening or weekend hours.
- Works with school custodial and maintenance team to ensure the building is clean and maintained.
- Supports the Free and Reduced Meals Application process as directed.
- Other duties as assigned by the Director of Operations, Business Manager or COO.

Qualifications: Bachelor's degree required. Bilingual in **English and Spanish**. Candidate must be organized, flexible, detail-oriented and able to multi-task. Candidate should be friendly, professional, and comfortable interacting with a variety of people including adults and children. Prior charter school experience, including familiarity with office systems such as student databases, Microsoft Excel, and word processing is essential. Ability to adjust to unexpected tasks, lift and move objects up to 50lbs, and can work independently but seek direction when needed. Ability to work occasional special events on weekends and/or holidays.

Salary Range: Hourly based on experience (includes full benefits)

To Apply: Email resume and cover letter to capitalcityjobs@ccpcs.org. Please include the position title in the subject line of your email. For more information, visit our website at www.ccpcs.org. We seek to fill this position as soon as possible.

About Our School: *Capital City was founded in 2000 and now serves 983 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model (www.elschools.org). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City's program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.*

Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.