



<b>Job Title: Founding Operations &amp; Office Manager</b>	<b>Reports To: Executive Director</b>	
<b>Start Date: April 2022</b>	<b>Duration: 12 months</b>	<b>FLSA: Exempt</b>
<b>NOTE:</b> This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.		

### Our Mission

Driven by excellence for all in a supportive, rigorous, and ambitious school community, Sage Collegiate Public Charter School educates K-8 students for academic achievement, college success, and a life of opportunity.

### About Us

Sage Collegiate Public Charter School is a new K-8 charter school in Las Vegas. We will open in August 2022 with 224 students in K-5, following a slow growth model until we are at capacity with three classes in each grade level.

We hold high expectations for ourselves as a staff team, as well as for our scholars. We balance structure and zest in an intentional culture designed to ensure all children are on a path to get to and through college and be able to have a life of opportunity. One of our core tenets is 'College starts in Kindergarten,' and we have an unequivocal belief that all students regardless of race, ethnicity, zip code, or socioeconomic status deserve an excellent education. We seek instructional leaders and staff that believe the same, and we encourage all applicants to familiarize themselves with our core tenets and school vision: [www.sagecollegiate.org](http://www.sagecollegiate.org).

### About the Role

The **Operations & Office Manager** is charged with maintaining school operations, including facilities, vendor, and contractor relationships; co-managing the school's front desk; supporting enrollment efforts; and maintaining positive relationships with families, students, and guests. The Operations & Office Manager is a critical Founding Team member and works closely with the Executive Director to support the vision and work toward the mission.

All Founding Staff participate in a three-week Summer Staff Development, weekly Professional Development sessions, and Professional Development and Data Days throughout the year. Founding Teachers work closely with the Executive Director and will be a part of a hard-working, mission-driven team of educators.

### Professional Responsibilities

- Support all operational and logistical projects for start-up operations
- Collaborate with Executive Director to implement policies and procedures at school (e.g., compensation, vacation/sick days, recruitment screening, background checks, etc.)
- Assist in enrollment and support recruitment efforts, support community engagement and outreach, including student lottery
- Establish, manage, and monitor systems and processes for the sourcing, procurement, utilization of supplies for school, including furniture, curriculum, technology, and food for student meals
- Manage set up/break down of morning, afternoon, and lunch set up in Multi-Purpose Room
- Co-manage the arrival and dismissal process to ensure student safety and efficient execution of procedures
- Support school culture and environment for students and families, including front desk/entrance area
- Respond to and resolve routine internal and external inquiries with parents, employees, and school organization
- Manage free and reduced lunch program/process, including the application process with the support of the back-office provider
- Assist the Executive Director in maintaining school's student information system
- Maintain personnel files for all employees



- Support the ED in handling all HR policies, procedures, and paperwork; ensure compliance with all laws and regulations
- Complete other tasks as directed by Executive Director
- Actively participate in regular Professional Development, including Summer Staff Development, Grade Level Team Meetings, and ongoing Whole Team Professional Development
- Participate in additional school activities including field trips, intensive academic support sessions, and other required programs as needed throughout year
- Participate in school-related community events, such as recruitment fairs, canvassing events, and fundraiser events as needed throughout the year
- Willingness to work hard and the flexibility to work through start-up challenges
- Complete all administrative requirements by given deadlines
- Work collaboratively with Executive Director, school leadership team, and entire school staff toward mission
- Consistently model Sage Collegiate's core values (We are Audacious, Brilliant, Curious, Determined. We have Zest, Integrity, Purpose.)

### **Professional Requirements**

- Bachelor's degree or equivalent work experience is required.
- Minimum of two years of experience working in a similar capacity in operations with demonstrated track record of success is preferred.
- Experience working in school is strongly preferred.
- Contract procurement and management experience strongly preferred.
- Knowledge of federal, state, and local educational programs, laws, and regulations is a plus.
- Bilingual (English and Spanish) is preferred.
- Belief in and alignment with Sage Collegiate's core beliefs and educational philosophy is non-negotiable.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 20 pounds.
- Ability to Comply with the Drug and Alcohol Policy as a requirement of a position that could adversely affect the safety of others.

### **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Commitment to Diversity**

Sage Collegiate actively seeks to build a diverse, experienced team of educators. As an equal opportunity employer, Sage Collegiate shall not discriminate against applicants or employees on the basis of race, religion, creed, color, national origin, age, sex, gender, gender expression, sexual orientation, marital status, veteran status, disability, or any other category protected by Nevada or federal law.



### **Hiring Process**

Sage Collegiate seeks dedicated, focused applicants who are ready to take on the challenge of founding a new public charter school. We seek individuals who are ready to make a difference for children in a high-needs community and who are committed to developing their own learning and who are receptive to coaching and feedback to best support our students. All offers of employment are contingent on successful passing of a background check. The hiring process at Sage Collegiate includes:

1. Resume screen and short-answer questions
2. Phone Interview
3. For Instructional Roles: Project Task and Sample Lesson/Observation with reflection and feedback session  
For non-Instructional Roles: Performance Tasks with reflection and feedback session
4. Reference Check
5. Final Interview

In alignment with our core tenet, Lead with Urgency, we aim to complete the application process for candidates within a three-week timeline.

### **Salary & Benefits**

The starting salary, with benefits, for this role is: \$40,000.

Sage Collegiate Public Charter School offers a competitive salary, comprehensive health benefits, and retirement benefits. Compensation will vary based upon a range of experience and/or certifications and endorsements, allowing for a greater range of duties and responsibilities.

### **Application**

To apply, send your resume and optional cover letter to Sandra Kinne, Founder and Executive Director by email at [skinne@sagecollegiate.org](mailto:skinne@sagecollegiate.org) with the subject line of the position for which you are applying.