



## Operations Coordinator Job Description

March 2025

Immediate Supervisor	Executive Director of HR and Operations (COO)	Work Day	12 month	FLSA Status	Exempt
----------------------	---	----------	----------	-------------	--------

### Position Summary

The Operations Coordinator supports the Executive Director of Human Resources and Operations (COO) by assisting in the efficient and effective management of the school's daily operations. This includes ensuring the smooth functioning of operational areas such as HR, accounting, facilities, transportation, nutrition services, technology, and athletics and activities. The Operations Coordinator plays a key role in maintaining a safe, organized, and compliant learning environment, supporting operational policies, and collaborating with staff to implement strategic initiatives. This position serves as an essential support role to ensure that the school's operational goals align with its overall mission and objectives.

### Basic Duties and Responsibilities

#### Operations Management Support:

- Assist in overseeing the daily operations of the school, including the management and coordination of facilities, transportation, nutrition services, athletics, and technology.
- Ensure the smooth functioning of operational systems and processes, assisting in the implementation of operational policies and procedures.
- Support the development and implementation of health, safety, and emergency preparedness programs across the school.
- Assist in monitoring and reporting operational performance indicators, ensuring compliance with school policies, safety standards, and regulatory requirements.
- Serve as the first point of contact for day-to-day operational inquiries and concerns, providing timely solutions and support.
- Assist in managing and coordinating vendor relationships, ensuring that contracts and service agreements are maintained and that services are delivered as expected.

#### Human Resources Support:

- Provide administrative support in recruitment, onboarding, and staff management processes.
- Help ensure compliance with school policies, including conducting necessary follow-up on HR-related matters.
- Assist in organizing staff professional development, training sessions, and employee engagement initiatives.
- Support payroll, benefits, and compensation programs under the guidance of the HR team.

#### Finance and Accounting:

- Assist in the management of departmental budgets, ensuring that resources are appropriately allocated for operations-related activities.
- Oversee purchasing process, route approvals for purchases, submit and track orders, scan invoices for payment, etc.
- Help track expenditures and support the contracted CFO in the timely processing of invoices.
- Create and track deposits, working with the contracted CFO.
- Collaborate with department leads to assist in preparing financial reports and monitoring budgets for various operational areas.

### Compliance and Reporting:

- Maintain accurate records and documentation related to operations, facilities, transportation, technology, and nutrition services.
- Assist in compiling and submitting reports related to operations to the Executive Director, the Superintendent, and other relevant authorities.
- Help with preparation for compliance audits and site visits by ensuring all operational areas meet regulatory and policy standards.

### Collaboration and Communication:

- Communicate effectively with school leadership, staff, students, and families to address operational concerns and support the school's overall mission.
- Coordinate with department leads to ensure that operational issues are addressed promptly and efficiently.
- Foster a collaborative and productive work environment by supporting cross-departmental communication and teamwork.

### Supervisory Responsibilities

- Provide support to operational teams, including those in facilities, transportation, nutrition services, and technology, as directed by the Executive Director.
- Assist in managing full-time, part-time, temporary or student staff, ensuring that operational tasks are completed efficiently and effectively.

### Work Requirements and Characteristics

Education and Experience	Skill Requirements
<ul style="list-style-type: none"><li>● Bachelor's degree in Business Administration, Human Resources, Finance, or a related field (Master's degree preferred)</li><li>● Minimum of 3-5 years of experience in operations or administrative support, preferably in an educational setting</li><li>● A mission-driven individual with a belief in and commitment to PACT's mission, vision, and character-traits.</li></ul>	<ul style="list-style-type: none"><li>● Strong organizational skills with the ability to manage multiple projects and tasks simultaneously.</li><li>● Excellent knowledge of operational best practices, including safety protocols and regulatory compliance.</li><li>● Strong written and verbal communication skills, with the ability to present information clearly and effectively to a variety of stakeholders.</li><li>● Ability to analyze and resolve operational issues in a timely and efficient manner.</li><li>● Proficiency in using school management software, spreadsheets, and other electronic tools for tracking and reporting purposes.</li><li>● Ability to collaborate effectively across departments and work as part of a team.</li><li>● Demonstrated problem-solving skills and the ability to anticipate and address operational challenges.</li></ul>

Hazardous Working Conditions and/or Exposure	See Physical Demands & Working Environment Chart
--	--

**Approval**

This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

<hr/>	<hr/>
Employee Signature	Date
<hr/>	<hr/>
Superintendent Signature	Date
<hr/>	<hr/>
Executive Director of HR & Operations Signature	Date