

SEBASTOPOL CHARTER

A Waldorf-Inspired Public School since 1995

OPERATIONS DIRECTOR

The Operations Director (OD) provides leadership regarding fiscal, risk management, personnel, and business matters. The OD is responsible for the overall administrative success and fiscal stability of the school.

Direct Reports:

- Accounts clerk, office staff with respect to business matters

Reports to:

- Executive Director

Budget/Finance:

- Prepare, track, revise, and present school budget
- Update Board regarding significant changes in funding and/or expenses
- Prepare all financial reports for school, district, COE, and state
- Process and oversee AP, AR, reimbursements/disbursements, and payroll
- Manage federal and state filings/corporate status
- Oversee all school accounts
- Make budget and account transfers with Board approval
- Oversee audit process and maintain audit trail
- Oversee integrity of internal controls
- Negotiate business contracts
- Prepare instructional minutes schedule and work with ED to create the school year calendar
- Work with ED to prepare a budget that best supports educational programs

Community and Committees:

- Attend Board meetings and prepare monthly board reports on fiscal matters
- Work closely with back office Business Manager, if any, to ensure sound fiscal practices and timely and accurate fiscal reporting
- Represent school in outside alliances, organizations, and events that require administrative and business expertise (SCOE, West County Special Education Consortium business managers group, etc.)
- Attend quarterly online and in-person meetings for Business Managers as provided by CCSA, SCOE, and other informational groups

Human Resources:

- Oversee preparation of employment letters/contracts
- Oversee delegated HR functions, including benefits
- Track attendance, credentialing, fingerprinting, and other administrative requirements for all staff
- Maintain confidential personnel files
- Coordinate revisions of *Employee Handbook*

Governance/Compliance :

- Oversee risk management and insurance coverage at all levels of the organization
- Draft Board agendas with input from ED, finalize meeting minutes, prepare resolutions
- Draft Board policies
- Assist Executive Director with charter renewal process

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Facilities:

- Negotiate leases, MOU's, and other outside agreements with all other agencies
- Oversee facilities maintenance and organization
- Provide up to date and accurate fiscal, legal, and legislative information to the Facilities Committee as it considers acquisition of a permanent site

General Oversight/Operations:

- Oversee IT infrastructure
- Oversee emergency preparedness plans and procedures
- Responsible for safety of students, faculty, staff, and parents while on campus or at school activities
- Ensure that appropriate health and safety policies are in place and implemented appropriately