



Chester Charter Scholars Academy

Scholarship ♦ Character ♦ Craftsmanship ♦ Purpose

SCHOOL OPERATIONS SPECIALIST

Overview:

The Operations Specialist is responsible for inputting and maintaining meticulous data records applicable to student file preservation, student enrollment, district invoicing, attendance compliance and state reporting. This position reports directly to the Operations Supervisor and CEO.

Duties and Responsibilities:

- Regulate new student registration, input data into student information system (MMS), update changes to contact information, guardianship, district of residence, ect.
- Maintain and update student cumulative files
- Manage transportation assignments, maintain contact with district transportation supervisors, update such data in student information system (MMS)
- Review and submit student accountability to districts monthly
- Supervise school lottery process, manage online application portal, collect and sort data, conduct lottery, communicate with students/families, create and distribute welcome packets
- Conduct attendance audits weekly, interact with families, create attendance improvement plan, conduct truancy conferences, submit court citations, attend court proceedings as school attendance officer
- Serve as state reporting assistant, work with Operations Supervisor to extract data from student information system (MMS) and prepare for PIMS submissions
- Create flowcharts, reports, pivot tables, infographic visualization to organize and present data to school team
- Conduct data audits monthly and provide analysis and insights for improvement of excellence
- Additional responsibilities as assigned by Operations Supervisor and/or CEO

Qualifications:

- Bachelor's degree required
- School operations experience including student information system intelligence
- Excellent computer literacy, knowledge of Mac operating systems
- Independent thinking, decision making and work execution skills required
- Self-efficacy, initiative and commitment to taking ownership of work
- Ability to learn new task quickly with demonstrated results
- Ability to problem solve using independent reasoning and critical thinking
- Excellent organizational skills
- Desire to research processes to increase job performance output
- Professional standards in speaking with staff, parents and public
- Effective oral and written communication using precise grammar
- Expertise with manipulating data in MS Excel, Google, etc.
- Knowledge of data imports/exports, file configurations and system requirements

Compensation:

- Salary commensurate with experience
- Comprehensive benefit package (health, dental, vision, life, disability, retirement)

Application Process:

- Submit cover letter, resume and references to Jill Eible at jeible@ccsascholars.org