



Heartland Lakes Community School Operations Manager Job Description

Mission Statement

HLCS exists to empower scholars to bravely live their truth, to become wise stewards of the land and resources and to ignite lasting curiosity that leads to positive change in their school, their communities, their world and themselves.

Purpose Statement on Using the Environment

An emphasis on outdoor learning by using the environment with which we live and learn by utilizing both structured and unstructured outdoor learning spaces; we intend to be an expeditionary learning school where students work together on a specific project throughout the school year to achieve a common goal. HLCS will be a smaller community school with smaller class sizes which will lead to more individualized attention and care.

Guiding Philosophy on Meeting the Needs of the Whole Child

To develop and meet the needs of the whole child. Providing hands on learning experiences fostering curiosity and allowing students to discover their abilities, values, passions. All members in the school community will strive to take responsibility in their learning, collaborate and build mutual trust so all individuals feel safe and confident to take responsible risks. Our school will intentionally foster a space of inclusivity for all members.

Position Overview

The Operations Manager will play a critical role in supporting the daily operations, administrative functioning, long term planning, and overall success of Heartland Lakes Community School. The Operations Manager will oversee a wide range of operational and administrative functions including facilities management, transportation coordination, budget management, and vendor contracts. The role requires strong organizational skills, excellent attention to detail, and the ability to effectively manage multiple projects simultaneously.

Job Responsibilities:

Attendance

- Maintain the attendance process to ensure that attendance records are accurate, student families are being contacted when necessary.
- Track attendance from teachers and mark students with appropriate attendance events
- Record all student tardies and absences from the daily record sheet
- Make daily attendance phone calls to parents

- Build relationships with families to support student success.
- Manage the truancy process

Office Support

- Be the first contact for families, visitors, and students on the phone, email, and in person.
- Maintain the filing system for important paperwork including business, financial and human resource files.
- Prepare and file vendor payment requests, payroll and deposits
- Provide basic first aid, first aid kit organization and medication management
- Ensure that supply cabinets and storage area are orderly and/or in proper working condition and all supplies are well stocked and available for staff and student use
- Intake and evaluate staff order requests and send to Executive Director for final approval
- Attend events as assigned
- Attends all school staff meetings when requested by the supervisor

Transportation

- Serve as the first point of contact for families regarding transportation concerns
- Serve as the first point of contact for our transportation vending company
- Troubleshoot transportation issues as they arise
- Set up transportation for new students in the beginning of the year and as they enroll
- Manage bus card requests, orders and hand out cards at end of school day

Facilities

- Coordinate school-wide issuing of keys
- Manage necessary building repairs and list of approved vendors
- Oversee grounds maintenance and cleanup including waste management, lawn care, snow removal and general cleaning
- Track and schedule use and upkeep of school vehicles, canoes and trailers
- Maintain and update Restore the Environment procedures as needed
- Keep ongoing list of repairs for in-house and contracted work
- Manage computer and laptop inventory and repair needs, make sure staff follow reporting procedures for computers with issues

Database Management

- Enter student/family data into student information system as part of the enrollment process
- Manage student schedules and other matters related to upkeep of the student information system
- MARSS/MCCC coordination in compliance with Minnesota Department of Education

Enrollment

- Handle correspondence from interested applicants via email, phone, and online Application of Interest in Enrollment web form. Assist families with filling out Application of Interest in Enrollment form as needed. When applications are submitted, follow up with applicants within 2

school days. Manage application list and designate proper notation for level of interest and communication done. If translation help is needed, coordinate with the Family Team.

- Schedule tours to prospective families and connect them with the appropriate staff. Answer questions about academic and community resources at district. Provide enrollment paperwork to prospective families and follow up multiple times about completion within the designated timeline. Assist with filling out the enrollment packet as needed.
- Promptly provide enrollment paperwork to the program-specific designated departments as required. Maintain regular collaboration with administrative staff for consideration of enrollment timeline.
- Manage and maintain waitlists, class lists, and prospective class lists in an organized fashion.

Other Duties, As Assigned

- Ability to adapt to evolving needs, challenge and opportunities of HLCS

Physical Demands

- Ability to lift up to 20 pounds on a daily basis.
- Able to stand or sit for extended periods up to 2 hours.

Qualifications

- Bachelor's Degree
- Excellent interpersonal skills and the ability to maintain confidentiality of information
- Experience with culturally diverse communities
- Strong skills in organization, time management, written and verbal communication; flexible and detail oriented
- Fluent in written and verbal English
- Proven knowledge and ability in the use of Google Suite programs and office equipment.
- Interest in performing a critical support role and the ability to excel in a fast-paced environment
- Ability to maintain a calm, professional demeanor in the face of competing demands and external pressures

Application

To apply for this position, send your resume, cover letter, and list of 3 references to careers@heartlandlakescs.org by April 9, 2024. Applications will continue to be considered on a rolling basis.