



Who We Are

New School San Francisco is a public school currently serving over 400 kindergarten through 8th grade students from all corners of the city and from all backgrounds. We believe in a “hands on minds on” approach to learning that harnesses each student’s curiosity and encourages learners to construct their own meaning and knowledge through inquiry-based learning. We practice equity in all that we do – ensuring every child is able to access and receive an individualized education that builds off their unique strengths, skills and passions. Social justice is also a through line in all we do; we help learners develop an understanding of how to make our community better. Taken all together, this approach fosters a deep love of learning in students and prepares them with the problem-solving and critical-thinking skills necessary to meet the challenges and opportunities of the 21st century.

We are committed to breaking down systemic structures which contribute to deep inequities in education. Our goal is to prioritize the success and wellbeing of our Black and brown students, English Language Learners (ELLs), and students with Individualized Education Plans (IEPs) by dismantling white supremacy. We continuously question our culture, climate, and curriculum to ensure all members of our community are committed to being racially literate and ultimately anti-racist change makers. We value hard work, and we also value self care. The two are not mutually exclusive.



Director of School Operations

OVERVIEW

The Director of School Operations (DoSO) is responsible for the day-to-day school processes that ensure student safety, wellbeing, and a community that works harmoniously together with high efficiency and joy. The DoSO is in charge of fostering strong family relationships, exceptional customer service, excellent compliance records, and strong vendor management. Key to success is an eye for detail, a focus on relationships, and an affinity for systems creation and improvement. The DoSO works ensures that the lights are on and bright so that students can learn and teachers can teach. The DoSO reports to the COO.

QUALIFICATIONS

- Belief in New School SF's mission, vision and values
- Minimum 5-7+ years of relevant work experience; 2+ years director-level experience overseeing one or more of the operations functional units and teams required
- Successfully led a team to achieve measurable results and sustainable impact
- Commitment to diversity, equity, inclusion, and anti-racism, including experience working with staff and families from diverse backgrounds, and with diverse needs
- Excellent interpersonal and communication skills, with ability to collaboratively work across multiple groups
- Highly organized with high attention to detail; task and deadline oriented
- Ability to maintain accurate records and confidentiality of privileged information
- Solution-oriented and innovative problem-solver
- Ability to be flexible and balance working in ambiguity in an entrepreneurial setting
- Collaborative, cooperative, flexible, and growth-oriented mindset that can
- adjust to shifting priorities at an innovative and dynamic organization
- Experience managing complex, change-oriented projects from start to finish
- Experience in a school setting (highly preferred)
- Bilingual in Spanish (highly preferred)

COMPENSATION

This is a full-time position.

The salary range for this position is \$110,000-\$120,000



Director of School Operations

RESPONSIBILITIES

Manage and oversee day-to-day school operations

- Design, manage and optimize school-wide policies, systems, and procedures such as but not limited to arrival, dismissal, emergency procedures, and late-pickup.
- Lead school operations team in successfully managing the school's main office, answering questions from parents, students, and visitors, and implementing and managing communication systems
- Lead implementation of policies and procedures related to operations, safety and risk management, and data management; and management of compliance deliverables
- Track and manage school site operations budget to ensure efficient expenditures
- Oversee school-wide duties management and expectation setting
- Oversee multiple systems including: substitute teacher schedule, day-to-day technology vendor management, aspects of school facilities maintenance and janitorial; nutrition services, foodservice, inventory and supply management, and student transportation services
- Responsible for systems, processes and staffing that ensures clear, prompt and accessible communication with families, staff, and visitors.
- Support Leadership Team in all strategic communication to school staff members (including weekly newsletters, ParentSquare posts, etc.)
- Ensure teachers have the equipment and classroom environments to serve their students well.
- Assist with operational aspects of school events (e.g. physical space and technology set up)
- Contribute to the creation of a physical space that communicates our school values and beliefs (I know facilities maintenance is on there, but here I'm thinking about schools I worked at in the past where the ops team helped create posters with photos of students/our values, etc. for the common spaces; it's going beyond maintenance to playing an active role in making the space reach our vision)
- Collaborate directly with instructional leadership staff to support academic program"
- Interpret and translate into Spanish

Lead student registration and attendance processes, and improvement

- Support school operations team members in scheduling, organizing, and hosting on-campus and off-campus school events, including community events and orientation sessions
- Oversee student attendance while driving these goals and reducing truancy and chronic absenteeism by ensuring staff and families follow attendance procedures, managing attendance accounting, and reporting, and supporting the school's process for addressing truancy

Model school operations leadership and supervise and support school operations team

- Serve as a member of the School Leadership Team, and collaborate with cross functional school and department leadership

Director of School Operations

- Support the School Leadership Team's vision and take an active role in mobilizing school staff to achieve the collective goals of the school.
- Partner cross-functionally within all departments of the organization, serve as mentor & strategic leader
- Define a clear, compelling vision of school operations excellence that supports the overall vision of the school
- Hire, develop, coach, and retain exceptional school operations team members and model strong staff culture for others
- Lead planning and goal setting for the school operations team; design thoughtful, engaging, and actionable professional development opportunities for operations team members and hold the team accountable for the implementation of new practices

CONTACT

Contact [hiring@newschoolsf.org](mailto: hiring@newschoolsf.org) with any questions and/or to submit a cover letter and resume for consideration.