

Chief Operating Officer (COO)

Memphis Delta Preparatory Charter School

Memphis Delta Prep is a public, tuition-free, open-enrollment, K-5 school in Memphis, TN. The mission of Memphis Delta Preparatory (MDP) Charter School is to support and grow productive and well-rounded citizens who will succeed in college and beyond. We will work tirelessly to ensure that all of our students are prepared to reach, attend, and graduate from highly selective colleges and universities. A completed course of study at a top-tier college will allow our students to build and support healthy and happy families, empower and improve their Memphis neighborhoods, and enjoy a rich intellectual life.

MDP opened its doors in August of 2016 and currently serves 380+ students in grades K-5. In at full capacity, MDP will serve 480 students in grades K-5. MDP is committed to closing racial and economic achievement gaps in a meaningful way – not only as measured through elementary and secondary standardized test scores, but more importantly, through post-secondary degree attainment.

At MDP, we believe that excellent teaching is by far the most significant in-school factor driving student learning. To achieve the results we seek for all of our students, we have an intensive focus on highly-effective teacher coaching, so that every teacher at MDP is providing a world-class education for our students. We know that when teachers are getting better, at an ever-accelerating rate, our students can consistently achieve at unprecedented levels.

Overview

The incoming Chief Operating Officer will work alongside the current COO, with the ultimate goal of assuming the full role of COO several months after the start date. The incoming COO will be expected to learn as much as possible about the vision for Memphis Delta Prep and the tactical operations of the School. This person will shadow the current COO and other members of the operations and leadership teams, observe in all areas of the school, and engage in learning opportunities to further his/her knowledge of operations at Memphis Delta Prep. The incoming COO will work closely with the current COO in a gradual release of responsibility for a complete transition.

The COO is the co-leader of the school and works closely with the School Leader to design and implement efficient systems and structures to support a strong school culture and promote academic excellence. Operational quality is a determinate factor in the success of MDP and our students. The COO ensures that the School Leader, instructional coaches, and teachers are using their limited time and resources in the most efficient manner possible; that the physical space and environment facilitates and enhances excellent teaching and learning; that obstacles to academic achievement are anticipated and avoided; and that staff, students, and families are able to maintain focus on learning and growth in every moment. The COO, fundamentally, manages a team responsible for all of the essential non-teaching functions at MDP: space, materials, human capital, financial resources, compliance, and external relationships.

The COO manages the Operations Team in order to create, implement, and refine systems to maximize the power and efficiency of these resources in the service of our mission. The Operations Team currently consists of the Director of Operations, the Director of Student Support, the Office Assistant, and Bus Monitors. Externally, the COO is also responsible for all vendor management. While instructional staff does not directly report to the COO, the COO indirectly manages instructional staff through the human resources functions inherent to the role.

This job description outlines the areas that the COO oversees, though not necessarily the specific daily tasks the COO completes. The COO's success will depend on his/her ability to delegate with trust while holding team members accountable to high expectations and maintaining quality control. In order to delegate, the COO must also understand how to use deliberate practice to get better, faster. Ultimately, the COO at MDP needs to know how to get this essential work done, and done well, through delegation and effective coaching.

In addition to managing all non-academic facets of Memphis Delta Prep, the COO works closely with the School Leader and MDP Board to make high-level decisions. The COO works to ensure that all school decisions are made in the best interests of students, families, and other stakeholders as well as in compliance with all applicable policies and laws.

Duties and Responsibilities

1. Management
 - a. Manages Director of Operations, Director of Student Support, Office Assistant, Bus Monitors, and any other Operations Team members.
 - b. Builds capacity of team through consistent delegation and coaching.
 - c. Manages external vendors, including but not limited to nursing, security, custodial, food service, transportation, landscaping, and others.
2. School Leadership
 - a. Works with the School Leader and MDP Board to make high-level decisions.
 - b. Helps create and implement the strategic vision for the school.
 - c. Problem solves as required; protects the instructional leadership team's time by addressing issues as they arise.
3. Compliance, Regulations, and Reporting
 - a. Ensures school-wide compliance with health and safety laws, charter contracts, state education mandates, teacher certification, ESSA requirements, and all federal and state workplace regulations.
 - b. Completes school-based sections of all government and authorizer grant proposals and reports.
 - c. Implements and manages record-keeping systems, documents, and document requests.
 - d. Writes the annual report.
 - e. Is responsible for the Title I School Improvement Plan.
 - f. Is the main point of contact for most communication between the district charter office and the school; is responsible for ensuring all requests are met.
 - g. Works with the School Leader to prepare for charter school site visits, renewal visits, and monitoring visits.
 - h. Ensures special education administrative needs are being met in conjunction with the Special Education Coordinator.
 - i. Works with the School Leader to develop, refine, and/or codify school policies and procedures.
4. Finance
 - a. Creates and oversees the school's budget.
 - b. Manages relationship with the school's back office provider.
 - c. Is responsible for annual budget submission, financial report, audit, and tax filing.
 - d. Is accountable for all financial metrics; constantly looks to expand revenue sources while managing expenses.
 - e. Manages relationships with funders and provides grant reporting.
 - f. Identifies and applies for additional funding sources.
 - g. Oversees all purchasing.
 - h. Presents the financial update to the Board each month.
5. Human Resources
 - a. Manages the staff recruitment and hiring process.
 - b. Updates personnel policies and maintains Personnel Handbook.
 - c. Maintains personnel records and tracks staff paid time off.
 - d. Ensures employees receive payroll and benefits in timely and accurate manner.
 - e. Ensures that all personnel policies are followed and addresses any issues with staff.
6. Assessment/Achievement/Program Evaluation
 - a. Oversees standardized testing process and appropriate staff.
 - b. Provides interim and standardized test data analysis.
 - c. Ensures all school accountability data is being kept, revised, and recorded regularly and accurately.
7. Facility
 - a. Manages and oversees the school's physical condition.
 - b. Ensures that the school is neat and clean and that minor repairs are done quickly; prioritizes major repairs based on budget and need.

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- c. Is responsible for building safety and coordinates fire, evacuation, and crisis drills.
8. Student Information
 - a. Provides oversight for the management of the student information system.
 - b. Oversees creation and distribution of progress reports and report cards.
 - c. Ensures the school maintains accurate student records, including student attendance.
 - d. Oversees staff responsible for transferring student records, communicating with parents, etc.
 - e. Ensures staff is following all applicable laws and policies, including FERPA and HIPPA.
 - f. Ensures regular correspondence with families regarding school policies, trips, events, and milestones.
9. Student Recruitment and Enrollment
 - a. Provides oversight to student recruitment and enrollment process, ensuring that recruitment goals are met and students are enrolled in efficient, accurate, and compliant manner.
10. Food Service
 - a. Oversees management of food services by ensuring that food service is reliable, healthy, and efficient.
 - b. Serves as the state-required School Nutrition Supervisor for the school.
 - c. Ensures the school meets all compliance standards and is prepared for audit.
11. Transportation
 - a. Serves as the state-required Transportation Supervisor for the school.
 - b. Ensures that transportation is safe and reliable and that as many transportation barriers as possible are removed.
 - c. Ensures the school meets all compliance standards and is prepared for audit.
12. Technology
 - a. Oversees the purchase and maintenance of technology equipment, implementation of technology training, and management of technology consultant relationships to ensure that the school has a fully functioning technology infrastructure.
13. Family Relations
 - a. Provides oversight to staff responsible for family communication and involvement.
 - b. Ensures that all decisions are made with families at the forefront.
 - c. Meets with families to address concerns and resolve problems.
14. Additional Responsibilities
 - a. Ultimately, the COO is the co-leader of Memphis Delta Prep. Therefore, the COO regularly takes on additional responsibilities and does whatever it takes to ensure Memphis Delta Prep students and staff have what they need in order to be successful.

Qualifications

- Bachelor's degree or higher required
- Minimum of four years of experience required
- General knowledge of accounting procedures and practices strongly preferred
- Management and team leadership experience strongly preferred
- Experience working in a school that serves low-income students is preferred, but otherwise qualified candidates with relevant transferrable experience should not be discouraged from applying

Skills

- Excellent written and oral communication skills
- Demonstrated ability to exercise excellent judgment in organizational decision-making
- Excellent data management and analysis skills; experience managing and manipulating complex data sets with Excel

Mindset

- Demonstrated deep belief in the ability of low-income children to excel academically and the ability of schools to be the drivers of that success; extremely high expectations for student success and school performance

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- Alignment with Memphis Delta Prep’s belief that “all means all”; drive to work to remove barriers to students and families and uphold school policy of not suspending or expelling students
- Openness to, and desire for, frequent feedback; intense desire to improve and grow professionally; willingness to practice, take risks, and lean into discomfort for the purpose of accelerating personal skill development
- Results-focused, with a “no excuses” mentality; willing to do whatever is necessary to improve personal skill set and performance in order to drive organization to its goals; track record of exceeding goals
- Leadership orientation and personal initiative; willing to take risks and make big decisions - with confidence in having done the necessary research, analysis, and preparation - and own the results, good or bad; deliberate about doing the homework, but willing to act – not paralyzed or discouraged by incomplete information
- Willingness and excitement to actively participate in school community and school activities, including teaching electives, tutoring students, leading events for and with families, and chaperoning field trips
- Sense of ownership and personal pride in MDP, our work, and our mission; this is not a “leave it at work” role, or an “execute on someone else’s vision” job

Compensation and Benefits

Compensation is tiered during transition to full-time COO; the COO salary is competitive with similar charter school leadership roles.

Start Date

MDP hopes to onboard the COO in early spring 2020.

To apply, please email your resume to Caitlin Teplicky, Founding Chief Operating Officer, at cstreit@memphisdeltaprep.org.