



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Operations Manager, St. Louis Plan
Payroll/Personnel Type:	12 Month
Job #:	8080
Reports to:	Coordinator, St. Louis Plan
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Office Manager will work under the direction of the Coordinator of the St. Louis Plan to manage the daily operations and logistics of the St. Louis Plan so that the other members of the St. Louis Plan can focus on maximizing student achievement. This position will require working closely with the coordinator in supporting all aspects of the St. Louis Plan, along with carrying out responsibilities in the following functional areas: attending new teacher training, greeting visitors, answering a high-volume of phone calls and emails, completing purchasing requisitions, submitting spreadsheets and records, and organizing and coordinating administrative duties and procedures. This role requires maintaining a pleasant work environment and ensuring high levels of organizational effectiveness.

Essential Functions:

- Responds to all internal and external communication (phone, email, etc.) in a timely manner
- Proactively anticipates logistical and operational issues and resolves them before they hinder the ability of the coordinator and St. Louis Plan employees to focus on student achievement
- Manages operational processes with a high level of accuracy and precision, ensuring logistics and operational functions run smoothly
- Ensures all processes and operations are as efficient and smooth as possible, leveraging technology, spreadsheets, applications, etc. to run top-notch operational systems
- Manages logistics of St. Louis Plan events and meetings to ensure participants are able to focus on core work without any operational barriers
- Ensures all procurement, contract, and budgetary items are handled smoothly and effectively such that all related items pose no barriers to the effective functioning of the team
- Stays up-to-date on district processes, procedures, policies, etc. proactively reading and learning to ensure compliance and implementation of best practices
- Effectively communicates with internal and external stakeholders, resolving issues and proactively communicating to ensure all stakeholders are aware of St. Louis Plan updates, information, etc.
- Manages the secretarial functions of the St. Louis Plan office, answering phones, making copies, ordering supplies, etc. to ensure the office functions seamlessly
- Manages scheduling for the St. Louis Plan, when deemed appropriate by the Coordinator
- Collects, understands, analyzes, and reports data connected with key performance indicators in a professional, timely manner
- Prepares reports, memos, spreadsheets, etc. as determined by the Coordinator
- Assists with new hire orientation and employee recognition programs
- Assists in the selection processes for Consultant Teachers
- Maintains accurate and well-organized documentation on all projects
- Operates with a high degree of professionalism, attention to detail, and consistency in all work
- Performs other duties and responsibilities as assigned



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Knowledge, Skills, and Abilities:

- Highly efficient at managing multiple tasks at one time while maintaining excellent work quality and professionalism
- Ability to communicate effectively and efficiently across various stakeholder groups, settings, and platforms
- Strong written and professional communication that demonstrates an understanding of audience and an attention to detail
- Strong organizational skills with the ability to track data, project completion, communication, etc. in an efficient and organized format
- Strong understanding of systems and processes; able to follow established processes with a high attention to detail and able to build or improve upon existing processes
- Highly-skilled in technology; able to incorporate technology to enhance processes, to train others in the use of technology, etc.
- Ability to coordinate multiple projects, tasks, or events at the same time; ability to manage own time and work to ensure all work is completed effectively
- Understanding of how to prioritize and organize tasks and projects to ensure all work is complete by appropriate deadlines
- Skilled in data analysis, report writing, and presentation preparation
- Able to operate with a high degree of autonomy to complete work professionally and in a timely manner
- Ability to remain professional at all times and to maintain the highest standards of professional maturity in all settings

Experience:

- Four or more years related experience and/or training
- Experience working in a setting similar to SLPS

Education:

- Bachelor's Degree
- Master's Degree (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional

