

DIRECTOR (



Manhattan Charter Schools
Director of Talent and Operations
New York, NY



About Manhattan Charter Schools

Manhattan Charter Schools (MCS) operates two schools on New York City's Lower East Side, each committed to providing its students with the tools and support necessary for success. Our two small public elementary schools educate children in kindergarten through fifth grade. We believe in the importance of an intimate school culture and learning environment, so there are never more than 25 students in an MCS class.

MCS provides students a rigorous curriculum of core subjects to help ensure high levels of academic achievement. We are committed to offering a well-rounded education designed to help students develop critical thinking and problem solving skills. All students receive music instruction each and every day. Other enrichment programs include French, art, physical education, and technology, beginning in Kindergarten.

MCS students are from a variety of backgrounds. The majority live in the neighborhood and qualify for free or reduced price lunch. Our schools pride themselves on delivering challenging, standards-driven instruction and fostering a culture of high expectations. Through its work, MCS is demonstrating that all children, regardless of race or economic status, can succeed when given equal access to quality education.

The Director of Talent and Operations Role

Manhattan Charter Schools' Director of Talent and Operations will oversee, evaluate, implement all processes and procedures that support students, families, teachers, and administrators. This person will lead the human resources, operations, finance, technology, and compliance functions to keep Manhattan Charter Schools operating efficiently and effectively.

Reporting to the Executive Director, the Director of Talent and Operations is an integral member of the Schools' leadership team. The Director of Talent and Operations will collaborate with the Executive Director and school principals on talent recruitment, facilities management, and operational & technological improvements. This person will also oversee purchasing, manage vendors, and monitor the budget.

This position requires a detail-oriented and proactive leader who sweats the small stuff. The Director of Talent and Operations must be comfortable quickly shifting between various organizational functions from handling personnel complaints to completing bank deposits and financial audits. This person should be able to take initiative and be willing to constantly evaluate and improve Manhattan Charter Schools' internal processes and procedures.

Responsibilities

Operations Leadership and Strategy

- Responsible for direction and quality of all operations work, including the supervision of the Operations and Purchasing Coordinator.
- Provide insight on school initiatives, including future technology initiatives and operational improvements, as a member of the leadership team.
- Present financial and budgetary data to the Board of Directors.
- Regularly evaluate the effectiveness of operations processes and school technology. Recommend and implement improvements as necessary.

Talent Management and Human Resources

- Evaluate, investigate, and respond to all personnel issues and complaints, escalating to the Executive Director when necessary.
- Coordinate recruiting operations for all positions. Post job descriptions, review applications, and schedule interviews.
- Manage HR operations such as: payroll, time off requests, and scheduling substitute teachers.
- Review and maintain all personnel records, teacher certifications, and documentation in accordance with city, state, and federal mandates.
- Oversee employee benefits including maintaining health insurance and retirement plan records and working with insurance brokers.

Finance

- Ensure timely payment of invoices and that all financial responsibilities of accountants are fulfilled.
- Oversee and manage annual financial audit, 403b audit, tax filings and 990 filing in collaboration with accountant vendor.
- Complete bank deposits and oversee purchasing.
- Review all vendor contracts for accuracy.
- Manage relationship with business insurance brokers.

Compliance

- Ensure both schools are meeting all compliance regulations including charter school compliance, charter renewal compliance, SUNY, NYSED, E-BOCES, E-Rate Compliance, federal grants (ESSA, ESSR), and Title 1.
- Complete all authorizer, city, state, and federal reporting requirements accurately and timely.

Technology

- Manage relationship with technology vendor.

- Be the first contact for all technology related issues for teachers and staff.
- Maintain records of all devices onsite.

Qualifications

- Bachelor's degree in business, finance, accounting, operations, education or similar required. Master's degree preferred.
- 4 or more years of experience managing people, operations, and projects. Preferably in an urban charter school or similar setting.
- Experience in human resources, including handling personnel complaints and leading recruitment processes.
- Detail-oriented with strong organizational skills and careful follow-through.
- Skilled communicator and negotiator
- Proven track record creating, maintaining, and implementing systems to enhance organizational efficiency.
- Thrives in a fast-paced environment and can quickly and seamlessly shift between different organizational functions.
- Ability to take initiative and work both with direction and autonomously.
- Strong collaborator with internal and external stakeholders.
- Tech-savvy, easily adapts to new and changing technology.

Compensation

The salary for this position is \$90,000-\$110,000. MCS offers a competitive compensation package including medical, dental, and vision insurance, bonuses based on school-wide goals and individual student performance and growth, and a 403B retirement plan with 4% match. In addition to extensive professional development, our teachers are generously equipped with all necessary instructional supplies and technology.

This position description is based upon material provided by Manhattan Charter Schools, an equal opportunity employer.

To apply for this position, please click [HERE](#).

Sterling Nelson, Talent Consultant
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