



POSITION TITLE: School Operations Associate
REPORTS TO: School Business Administrator
CLASSIFICATION: Full-Time 12-month Employee
PAY/SALARY: \$18-\$20 Per Hour

Mission

The mission of Albany Leadership Charter School for Girls is to prepare young women to graduate from high school with the academic and leadership skills necessary to succeed in college and the career of their choosing.

Values

College Readiness

Leadership

Empowerment

Accountability

Resolve and Resiliency

Vision

Albany Leadership Charter School for Girls will be a recognized leader in single-sex secondary education for young women. It will foster a community of scholars dedicated to life-long learning and committed to improving their communities through their pursuit of post-secondary endeavors.

Commitment to Excellence

ALCS is a family with the highest of expectations for our daughters, particularly in regards to academic achievement. Our goal is to position our girls so that their senior year can be focused on successfully transitioning to their post-secondary pursuits. If we set the standard, our daughters will rise to the challenge. We emphasize the importance of leadership through scholarship and service. "One leader changes everything" is not just a slogan students hear; it is a belief they are taught to manifest.



All Girls

There are three major advantages for girls who are educated in a single gender school, include: expanded educational opportunity, custom-tailored learning and instruction, and greater autonomy of thought and expression. Single gender schools help to foster an environment where their students think for themselves and take control of their own lives. By eliminating false gender stereotypes, all female schools can liberate and empower their girls to explore various subjects and pursue excellence in all disciplines. It is for these reasons that ALCS believes that the opportunity to experience a single-gender education, should be one that is offered freely to any and all girls who would choose it.

Position Description:

This position works directly with the School Business Administrator to support all school facilities. Responsibilities Operation responsibilities include working with building principals to address facility issues, tracking repairs, assisting maintenance vendors with work at all facility, support with annual and monthly facility inspections. Position includes a generous leave policy.

Operations Responsibilities:

- Supporting all facilities with maintenance issues
- Monthly inspections of required facility equipment
- Tracking all repairs, inspections and providing updates to the School Business Administrator
- Facilitate scheduled maintenance and emergency maintenance with outside vendors for both school buildings.
- Meeting with all maintenance vendors for onsite repairs
- Working with school accountant for facilitate supply orders for all buildings.
- Inspecting all incoming orders and delivering to the appropriate facilities
- Duties as otherwise assigned, including stepping into other administrative roles on occasion when staffing issues emerge, in support of the administrative team.

Qualifications:



- Proficiency with Microsoft Office - Excel, Word and Outlook.
- Associate's or Bachelor's degree in accounting or equivalent with proven knowledge.
- A minimum of one year Facilities/Operations experience; pay will be commensurate with experience.
- Attention to detail and organization.
- Excellent communication skills, both verbal and written.
- Ability to work in a collaborative environment with staff, students and families.
- Mission-driven orientation and problem solving attitude.

Equal Opportunity Employer