



## Operations Specialist Job Description

### Organization Background

Global Ambassadors Language Academy (GALA) provides a life changing bilingual educational opportunity for students in Cleveland. GALA is a tuition-free, nonprofit public charter school that offers language immersion instruction where children spend 50% of every day learning in English, and the 50% in their chosen language—Spanish or Mandarin. GALA is the first language immersion school in Northeast Ohio, and only Mandarin immersion school in Ohio.

For two years in a row, GALA is the #1 school in its neighborhood (West Park) and is ranked the 5th highest performing school for academic achievement, out of 94 K-8 public schools in Cleveland. GALA received 5 out of 5 stars for Gap Closing, and 3 out of 5 stars for Academic Achievement, and Progress. These achievements are especially significant, as GALA students spend the majority of every day receiving instruction in Mandarin or Spanish, and then measured by state standardized assessments administered in English.

Since opening in 2016, GALA has been a neighborhood asset with an incredibly diverse school population. Currently, 70% of students reside in Cleveland, 30% reside across 26 suburbs; 69% of students are economically disadvantaged; 45% are White, 35.5% are Black, 10% are multi-racial, 8% are Asian, and 1.5% are American Indian; and 51% are Hispanic.

**Location:** Cleveland, Ohio

**Reports To:** Director of Finance & Operations (DFO)

**Status:** Full-time, Salary, Exempt

### Essential Functions and Accountabilities

#### **Food Service:**

Primarily responsible for administration and oversight of school food programs (National School Lunch Program, School Breakfast Program, Fresh Fruit & Vegetable Program) including but not limited to:

- Preparing vended meals and serving meals to students
- Maintaining sustainable systems for tracking student meals
- Reporting data to School Nutrition Program (SNP) systems
- Serving as primary contact to families related to program services

#### **Finances:**

The OS administers specified core functions of GALA's day-to-day financial operations

- Advises and supports the DFO in the development of proposals for budgeting
- Maintains sustainable and transparent systems of documenting historical purchasing for purposes of both accountability and forecasting
- Executes all accounts payable and accounts receivable
- Responsible for the administration of certain school banking operations
- Responsible for the administration of all petty cash kept in the school building
- Responsible for the timely, efficient, and transparent management and execution of purchasing, including making recommendations as to and implementing sustainable and predictable systems to determine and rationalize the material needs of the school, including, to the extent feasible, competitive bidding processes

## **Environment, Health, and Safety / Physical Facilities**

The OS is responsible for securing a safe and clean space for school operations.

- Makes recommendations as to the development of, and assists in the maintenance of, contingency plans for school emergencies, including fire, inclement weather, and violence and execute all practice exercises as to same
- Oversees, and supports execution of, environmental audits to be conducted at the facility (kitchen, fire, safety, etc)
- Assists in making arrangements as to urgent remediation, repair, and replacement events
- Responsible for ensuring that means of ingress and egress to the school are maintained
- Makes arrangements as to the custodial needs of the school upon request
- Assists in the execution of urgent clean-up
- Makes recommendations as to the development of, and assist in the implementation of, sustainable systems of reporting issues of cleanliness and addressing in a prompt fashion
- Responsible for ensuring sustainable inventory management and storage processes to ensure an environment that is ordered to the eye.

## **Compliance and Human Resources (HR)**

The OS is responsible for ensuring that the school operates in compliance with all applicable laws and regulations with respect to certain programs

- Assists with the HR management of certain reporting systems mandated by the State Board of Education
- Assists in administering all human resources processes in a compliant manner with primary responsibility for onboarding, personnel file management, attendance control, and leave administration

## **External Engagement Support**

The OS is responsible for supporting external engagement activities listed below:

- Fundraising: assist with tracking donations, produce and send donor acknowledgement letters
- Enrollment: assist with new student enrollment registration, ensure applications are complete and tracked
- Student Recruitment: assist with distribution of enrollment information at events, and to partner daycares, preschools, etc.

## **Other**

The OS is responsible for other miscellaneous duties as needed, including activities listed below:

- Provides support in the maintenance of order and safety in all common spaces during the course of the school day (limited to non-disciplinary events)
- Makes recommendations as to the planning of, and assists in execution of school events and field trips upon request.
- The OS is responsible for administering certain of the school's relationships with various vendors. Provides recommendations on vendor performance and as to alternatives in the event vendors fail to provide cost-effective, quality services and products to the school.

## **Habits of Collegiality, Transparency, and Professionalism**

The OS will exhibit collegiality, transparency, and professionalism in all work on behalf of GALA.

### **Collegiality:**

- Conducts all school business in respectful collaboration with our children, the school's families, its Board, the Board's committees, the administrative team, the faculty, as well as the school's sponsor, lender, donors, strategic partners, vendors, and friends.
- Exhibits a spirit of level headed perseverance and represents the school in a positive way at all times.

### **Transparency:**

- Conducts all school business in transparent fashion, including leveraging technological platforms to ensure all relevant parties have the ability to make themselves aware of the OS' actions on behalf of the school in a self-executing fashion.
- Takes all necessary steps to facilitate this transparent approach by way of prompt handling of all correspondence, the return of all phone calls, and the appropriate and accurate publication of all school data on an as-needed basis.
- Attends, and meaningfully participates in, all standing meetings deemed necessary by the Board, including Board Meetings and administration meetings.
- Takes all necessary steps to be audit-ready, including constantly maintaining information systems in a manner that allows production to request authorities in short order and maintaining informational tools for exclusive school use.

### **Professionalism:**

- Strives to conduct all business consistent with the highest standards of school leadership.
- Accountable to the highest ethical standards, demonstrating sound judgment in matters relating to self-interest, potential conflicts, and disclosure of same.

### **Assessment of Performance**

The OS' performance will be assessed by the DFO on a semi-annual basis, with a mid-year evaluation in January and a year-end evaluation in June.

- The existence of a structured evaluation process is not intended to deviate, and does not constitute a deviation, from the OS' at-will employment status. Further, while the statement of duties above were developed towards a goal of being comprehensive, the OS is ultimately required to perform such duties and services as are determined to be necessary by the DFO in his/her sole discretion – and evaluation may reflect the OS' performance as to any additional duties not set forth above.

### **Candidate Qualifications**

- Associate's degree required
- Bachelor's degree preferred
- 1 year of relevant food service experience preferred
- Spanish speaker preferred (not required)
- Experience in the following areas preferred: human resources, finance, school safety
- This position carries with it the physical requirements of most school-based work, including the ability to sit at a desk for at least an hour at one time; the ability to walk and stand intermittently for at least an hour at one time; the ability to access multiple flights of steps; and the ability to lift at least 50lbs.

### **Apply:**

- Qualified candidates should submit a **resume** and **cover letter** to: [tgibbons@galacleveland.org](mailto:tgibbons@galacleveland.org). **In the subject line, please indicate your name and position.** Only electronic submissions will be accepted.
- Applications are accepted until positions are filled, but we strongly encourage candidates to apply as soon as possible to be considered for the first set of interviews.
- GALA actively seeks and encourages candidates of traditionally underrepresented groups (race, color, national origin, gender, age, disability) to apply.