[www.houstonclassical.org](http://www.houstonclassical.org)

**Our School**

Houston Classical Charter School (“Houston Classical”) has been chartered by the Texas Education Agency (TEA) to open in Houston in August 2020 beginning with kindergarten and first grade. The school has an accomplished and committed Board, which includes a founding Board and a Head of School. We are looking for experienced, dedicated, and motivated educators who are excited by the challenge of being part of a new school. Houston Classical is founded on the idea that scholars can learn at a high level notwithstanding their zip code or background.

**The Role**

The Director of Operations (DOO) under the direction of the Head of School, will provide overall leadership and direction for Houston Classical operations and logistics. The DOO will be responsible for all day-to-day operations, work directly with a range of vendors and the school’s back-office provider, and lead the operational staff of the school. The DOO ensures implementation and maintenance of clear logistical and operational systems that allow leaders and teachers to focus on scholar learning and outcomes.

**Mission of Houston Classical**

Houston Classical’s mission is to ensure all scholars K-8 are successful through a classical approach, rigorous academics, character development, and a structured environment to ensure success in high school, college and in life.

**Responsibilities**

* Manages all operational needs of the school, including the facility, all financial operations, entrance and exit procedures, attendance, school food, record-keeping, and human resource functions
* Creates a detailed start-up checklist and ordering list to ensure that the school starts each year prepared and fully stocked
* Manages and oversees the school’s physical condition through daily, weekly, and monthly audits
* Ensures school-wide compliance with health and safety laws, charter contracts, state education mandates (including staff fingerprinting), teacher certification, and all federal and state workplace regulations
* Manages the enrollment process, including community outreach events, marketing, scholar lottery, registration, and family engagement events
* Tracks scholar admission applications and maintains waitlist
* Acts as the primary liaison with the back-office provider for the day-to-day management of the budget, payroll, purchasing procedures, tracking, and financial reporting
* Acts as the primary liaison with the school’s technology firm
* Co-leads in the planning and execution of school events
* Creates and manages logistical systems within the academic program
* Assists with school-wide transitions and routines until completely internalized by scholars and staff
* Leads the operations staff of the school, including other operational staff
* Staffs the Main Office when Office Coordinator is unavailable or not present, and ensures the smooth operation of the main office, including mailings, attendance reporting, office machine maintenance, etc.
* Connect with families around issues of education for their students
* Work a non-traditional schedule (evenings, weekends, select holidays)
* Manages relationships with all operations vendors, including food services and custodial services
* Steps in as a leader on ad hoc tasks and projects wherever necessary to build a strong school environment
* Upholds an environment of high expectations environment in Main Office and all parts of the school
* Ensures the physical and emotional safety of all scholars and staff by consistently evaluating the school culture and environment
* This position is similar to the responsibilities of an Assistant Principal
* Special Projects or other miscellaneous duties as assigned by the Head of the School

**Qualifications**

* Bachelor’s degree (Master’s Preferred)
* A commitment to working with underserved, urban youth
* Excellent oral and written communication and interpersonal skills and the ability to establish and maintain effective and collaborative working relationships with a diverse staff
* Open to feedback, desire to continue development as a professional and willingness to take responsibility for scholar outcomes and achievement
* Alignment with school’s mission and core values
* Must have a high work ethic and strong moral principles
* Bilingual preferred (English/Spanish)
* Valid Texas Driver’s License and Clean Driving Record

**Salary & Benefits**

Houston Classical offers a competitive salary, comprehensive health benefits, and retirement benefits. Aside from extensive professional development, all of our staff members are equipped with a laptop computer, email, highspeed internet access, and all necessary instructional supplies.

Houston Classical is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We actively seek applications from people of all backgrounds to strengthen our community and the perspectives needed to flourish in a the world.

**Start Date**

February 17, 2020

**Apply**

To apply, please send resume to our Head of School, Deyvis Salazar at **dsalazar@houstonclassical.org**