

Company Overview

Athlos Academies is a social venture started to provide sustainable solutions to many of the struggles schools face today. The organization offers a range of services to schools, including operational support, research-based curriculum, staff and student recruitment, and teacher training. In addition to preparing children to excel academically, Athlos Academies also prepares students for lifelong success by focusing on health and character education. The Athlos innovative three-pillar approach to education combines Prepared Mind, Healthy Body, and Performance Character.

Job Summary

The School Operations Manager at Athlos Academies is responsible for supporting ongoing school operations of the Athlos network of schools, in addition to launch efforts for new Athlos schools. This includes oversight and support of the following operational systems and procedures: transportation systems, food and nutrition services, substitute services, staff hiring / school HR, state reporting, school procedure development and documentation, and facility maintenance. As a key member of the Athlos network support team, this position collaborates to ensure network schools' cultures, administrations, and operations can successfully support and implement the Athlos program.

Responsibilities and Duties

- Ensure proper implementation of staff hiring process
- Ensure that hiring procedures, staffing models, job profiles, and employee onboarding is aligned with Athlos educational model, as well as key goals/measurable outcomes for staff
- Assist schools in identifying substitute staffing services
- Work with school and network staff to ensure that school data and state reports are submitted timely and accurately
- Ensure proper documentation and organization of school operational procedures
- Assist with training school level personnel on operational logistics
- Oversee the development, revision, and ongoing management of procedure handbooks for each school, including the school operations manual, employee handbook, and family handbook
- Assist schools in management of school nutrition and transportation service providers
- Assist schools with matters related to facility maintenance
- Collect feedback on school operations support for the Athlos network and make improvements to customer service procedures
- Collaborate with network team to support schools with startup grants when necessary

Qualifications and Skills

- Bachelor's degree in education, business, or related field
- Master's degree or continuing education preferred
- 3+ years of K-12 education experience required
- School operations experience in a charter school, traditional public school/district, or CMO/EMO required
- Strong customer service skills
- Demonstration of meeting and obtaining goals
- Knowledge of key operational system processes and platforms
- Relentless problem solver



School Operations Manager

- Strong work ethic
- Self-motivated
- Attentive to detail
- Strong communication skills (verbal and written)
- Strong collaboration skills
- Strong organizational skills
- Strategic thinker
- Growth mindset

EQUAL OPPORTUNITY EMPLOYER

Athlos Academy's education partners are Equal Opportunity Educational Institutions and EEO/Affirmative Action Employers committed to excellence through diversity. Employment offers are made on the basis of qualification and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

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