



**An Invitation to Apply for the Position of
Business and Operations Manager
Girls Prep Lower East Side Middle School
*New York, NY***

Search Summary

Public Prep is a network of college-preparatory charter schools committed to scholarship, merit, citizenship and responsibility. We equip our students with critical-thinking skills and a strong character, preparing them to pursue their passions and achieve academic excellence with enthusiasm and integrity.

Public Prep currently comprises three schools — Girls Prep Lower East Side, which serves 235 students in grades K-4 and is the first public all-girls charter elementary school in New York; Girls Prep Middle School, which opened this year in the fall of 2009 serves 25 students in grade 5 and will grow one grade level per year to eventually serve 200 students in grades 5-8; and Girls Prep Bronx, which opened this year in the fall of 2009 and serves 132 students in grades K-1, and will grow one grade level per year to eventually serve 400 students in grades K-5. We also plan to open Boys Prep in 2011, starting with grades K-1.

Public Prep seeks a positive and experienced Business and Operations Manager to join our team at Girls Prep Middle School on the Lower East Side. The Business and Operations Manager will report to the Director of Operations and the Principal and work collaboratively with both supervisors to ensure the effective daily operation of the school.

This opportunity is unique because:

- Girls Prep Lower East Side Elementary Charter School is a proven success. In 2009, 100% of our third and fourth graders scored advanced or proficient on the NYS Math Exam, and 96% scored advanced or proficient on the ELA Exam.
- We believe in educating the whole child. Our model supports the social, emotional and physical development of our students in addition to their pursuit of academic excellence.
- We build strong leaders within our schools. Our administrative staff is given room for innovation and input. We offer a high level of support for faculty, including extensive professional development opportunities.
- Our school environment and small, supportive and extremely collaborative.

The Business and Operations Manager will be expected to:

- Conduct bookkeeping
- Manage budgets
- Manage deposits, transfers, financial reimbursement procedures and bill paying
- Manage semi-monthly payroll and all relevant fringe benefits

- Coordinate tax reporting to contractors
- Oversee systems for student demographic and achievement data collection
- Supervise Administrative Associate
- Act as a liaison with custodial, facilities and maintenance staff
- Manage information technology providers and oversee technology plan
- Act as first level of response for technology and troubleshooting and implementation
- Manage purchasing, disbursement and maintenance of school supplies, materials and equipment
- Manage personnel files and ensures that all paperwork is complete for school staff
- Assists in preparing reports for Charter School Institute, State Education Department, and Department of Education

The ideal candidate will have:

- Minimum of four years work experience
- Bachelor's degree
- Commitment to the charter school movement
- Strong project management skills
- Ability to multi-task
- Proficiency with MS Work, Excel, Outlook, Power Point, Publisher and Quick Books

To Apply

Along with a résumé, please include a cover letter stating why you find this opportunity of interest and how your experience is aligned with the Public Prep mission and model. Send your completed application to: jobs@publicprep.org. Please write "Business and Operations Manager" in the subject line. Visit www.publicprep.org to learn more.