



Leflore Legacy Academy

Our Purpose. Your Promise.

Dean of Operations and Students

Position Description

Do you want to help build a game-changing school?

Leflore Legacy Academy was unanimously approved by the MS Charter School Authorizer Board in September 2019 and will open in Greenwood, MS to 120 6th grade students in Fall 2020. We will grow one grade level a year until we reach 8th grade in the 2022-23 school year. Leflore Legacy Academy has a passion and desire to offer equitable education options to students in the MS Delta beginning with Greenwood. We believe every student deserves a top-notch education and simultaneously seek to create one of the best places to work in the Greenwood area.

Our Mission

We believe education is THE civil right of the 21st century. Our mission is to equip and empower middle school students with a rigorous and relevant college preparatory education that is personalized for success in high school, college, and life. This mission leads to our vision of creating culture of college-going and college-graduating students who will become productive and prepared citizens enjoying academic, social and financial success.

At Leflore Legacy Academy, we count on every adult to exhibit our core values of **Excellence, Empowerment and Enjoyment!**

Position Summary

The Dean of Operations and Students for MS Delta Academies ~ Leflore Legacy Academy oversees the operational aspects of the school as well as the school's culture. Reports to the Executive Director/Head of School. Serves as a member of the Leadership Team.

Competencies & Qualifications:

- Bachelor's degree in education, business, or other relevant discipline. Master's preferred.
- Experience working with schools and/or non-profits preferred.
- Current teaching and/or leadership license preferred.
- 3-5 years of experience managing employees and systems.
- Growth mindset.
- Commitment to the MS Delta Academies mission.
- Familiarity with or connection to the MS Delta region is also preferred.
- Excellent oral and written communication skills.

- Outstanding record-keeping and organizational skills.
- Must be able to establish and maintain cooperative and effective working relationships, analyze situations accurately and adopt an effective course of action, meet schedules and timelines, and work confidentially with discretion.

Responsibilities:

Operational Functions:

- Supports all operational and logistical projects for start-up.
- Oversees procurement and inventory management.
- Manages transportation, food services, facilities maintenance, security, and other service contracts.
- Coordinates technology implementation, to include planning, procurement, and training.
- Supports the Executive Director in managing operational functions.
- Determines, recommends and coordinates needed services and action steps.
- Establishes procedures for regularly evaluating existing practices.
- Manages and improves systems to ensure operational success of the school.
- Directly manage the College & Career Counselor position.

School Culture Functions:

- Develops systems and practices to help create a positive school culture of Excellence, Empowerment and Enjoyment.
- Implements behavior management systems to support our school-wide culture, including Restorative Justice and the Calm Curriculum, peer mediation, student advisory groups, and PBIS.
- Develops and executes an enrollment and retention campaign for students.
- Manages reporting and data tracking for special education programs.
- Collaborate with Executive Director to lead orientation for new hires, parents, students.
- Leads satisfaction surveys and other methods of feedback for parents, students and staff, and uses the data to make recommendations for organizational improvement.

Compensation

Within an energetic, focused, and detail-oriented start-up environment, we equip staff with the tools needed to succeed, including a dedicated professional workspace and resources, laptop computer, high-speed internet access, and necessary office supplies. Our salary is competitive, commensurate with experience, and includes benefits.

Commitment to Diversity

Leflore Legacy Academy is actively seeking to build a diverse and experienced team. As an equal opportunity employer, Leflore Legacy Academy hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.