SCHOOL LEADER JOB DESCRIPTION

About KIPP New Orleans Schools:

KIPP New Orleans Schools is a non-profit network of 11 college-preparatory, public charter schools educating 4700 elementary, middle, and high school students. We have a 12-year track record of preparing students for success in college and life, and our goal is to help students develop the knowledge, skills, and character strengths needed to pursue a life filled with choices. Through collective hard work and commitment, KIPP students complete college at a rate that is above the national average for all students and four times higher than that of students from similar economic backgrounds.

Our schools are part of the free public school system and enrollment is open to all students. As part of the national Knowledge Is Power Program (KIPP) network of 200 schools in 20 states and the District of Columbia, we are committed to partnering with the community to ensure that all children have the knowledge, skills and character needed to achieve their dreams while making the world a better place. We believe that great teachers and school leaders, a supportive learning environment, and an emphasis on both academics and character are the foundation for student success, and we strive to provide these for every child.

Role Overview:

The School Leader's primary job is to drive academic and character outcomes for students. School Leaders focus 75% of their time on instructional leadership, specifically all of the activities involved in leading and developing teachers to improve their instruction and drive student achievement. At KIPP, School Leaders also build lasting and sustainable organizations by developing a pipeline of future School Leaders and creating systems for the ongoing development of school staff.

Key Responsibilities:

1. Set ambitious school-wide vision and goals, aligned with KIPP New Orleans, that lead students on a path to and through college
    - Ensure that the school curriculum aligns with the mission, beliefs, priorities, and initiatives of KIPP New Orleans Schools
    - Analyze assessment data and set goals for ongoing improvement in coordination with other administrators and teachers
    - Share the school's mission with the community and lead team members in actively engaging the community to support and assist in accomplishing that mission.
2. Plan and prioritize time and resources to achieve annual goals
    - Drive the creation of systems and the initiative to create the necessary instructional leadership, management, and curriculum support
    - Establish a leadership team with a clear vision and understanding of their roles and responsibilities in regards to operations, budgeting and compliance and provide occasional oversight and guidance.
3. Cultivate a diverse, high-potential school leadership pipeline (from teacher leader to AP to successor). Develop leadership team members by teaching and insisting that they are true owners of the work by providing stretch opportunities.
4. Model expectations for leaders, teachers, and students on school-wide practices for a positive learning culture
    - Lead the monitoring of classroom instruction and ensure that teachers are provided with timely feedback
    - Provide guidance and oversight of the leadership team and teachers as they work proactively to develop a student discipline management system that enhances the school environment, develops excellent student character, and positive student behavior.

5. Develop systems and structures to hire and retain diverse, highly-effective staff
    - Work in coordination with the Human Capital team to recruit, interview, select and onboard new staff
    - Support efforts to make all staff members feel valued and successful including recognizing and rewarding outstanding performance and behavior
6. Build own and school staff's knowledge and expertise in effective instructional design and academic standards
    - Develop teachers' conceptual understanding of what students must know and be able to do and what instructional methods drive student mastery
    - Develop knowledge of how standards map to curriculum and assessment
7. Develop teachers to provide rigorous and high quality instruction
    - Lead analysis of and develop teachers' ability to analyze student data to identify strategies that will move students toward mastery
    - Regularly observe and coach instructional coaches to ensure they are providing high-impact, actionable and bite-sized feedback to teachers on a weekly basis
    - Ensure teachers can collaborate, analyze their practice and their student data, and adjust instruction in content teams
    - Lead whole-school professional development workshops that drive highest-impact improvements in teacher practice
8. Ensure compliance with all policies and state and federal laws

Qualifications:

- **Degree Requirements and Preferences:** Bachelor's Degree (required); Master's Degree (preferred)
- **Work Experience:** A minimum of 3-5 years teaching experience with at least 2 years of leadership experience in a low income school(s) and demonstrated student results at an exemplary level in both roles.
- **Interpersonal Skills:** Excellent communication and interpersonal skills with the ability to introduce new concepts and drive success around common goals.
- **Student Focus:** Belief that all students, regardless of background, have the ability to go to and through college; demonstrated commitment to the school's unique community
- **Direction Setting:** Ability to set direction across an entire school and motivate others to action
- **Performance Management:** Demonstrated student achievement results from teachers and leaders that he/she manages and coaches
- **Talent Development:** Demonstrated success in developing leadership capacity in others
- **Managerial Leadership:** Ability to exercise excellent judgement and decision making
- **Managerial Leadership:** Demonstrated success in leading internal and external stakeholders through school-wide initiatives and change
- **Cultural Competence:** Demonstrated ability to create inclusive environments that honor and support diverse backgrounds and perspectives
- **Regional Leadership:** Demonstrated success in operating as a regional leader and taking the perspective of the wider network into account
- **Instructional Leadership:** Adept at data analysis; ability to extract meaningful insights across school-wide data
- **Instructional Leadership:** Expertise in what the school-wide academic standards and state assessments require of students' knowledge and skills to demonstrate mastery; able to translate student mastery requirements into instructional plans and strategies
- **Instructional Leadership:** Deep understanding of appropriate application and differentiation of high-leverage instructional strategies (e.g. make kids sweat, pacing, stretch it, etc.) based on comprehension of child development and pedagogy
- **Instructional Leadership:** Command of instructional design and the benefits and tradeoffs of school design decisions in driving student achievement
- **Achievement Orientation:** Demonstrated resilience and focus on student outcomes and cursory knowledge of the laws, rules, procedures and programs specifically related to the operation of charter schools

KIPP NEW ORLEANS SCHOOLS

ASSISTANT PRINCIPAL AND INSTRUCTIONAL COACH JOB DESCRIPTION

About KIPP New Orleans Schools:
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Our schools are part of the free public school system and enrollment is open to all students. As part of the national Knowledge Is Power Program (KIPP) network of 200 schools in 20 states and the District of Columbia, we are committed to partnering with the community to ensure that all children have the knowledge, skills and character needed to achieve their dreams while making the world a better place. We believe that great teachers and school leaders, a supportive learning environment, and an emphasis on both academics and character are the foundation for student success, and we strive to provide these for every child.

Role Overview:
The Assistant Principal or Instructional Coach's job is to support the school in driving academic and character outcomes for students as a key member of the school's leadership team. We expect our Assistant Principals and Instructional Coaches to lead both instruction and school culture and also to be able to develop leadership in the school's emerging leaders. At KIPP, we believe that the Assistant Principal and Instructional Coach are the School Leader successors and are being actively developed for school leadership. The AP or IC should consider him/herself an apprentice to the School Leader and the AP or IC should gradually build capacity to lead a KIPP school.

KEY RESPONSIBILITIES:

1. **Model and support implementation of the school's vision and goals**
    - Supports development of School Leader's school-wide vision and takes an active role in investing and mobilizing teachers to achieve the collective goals of the school; owns the implementation of select school priorities in support of the school-wide vision
    - With guidance from the School Leader, leads the planning and goal setting for the grades/departments that he/she coaches and ensures alignment with school-wide goals
2. **Contribute to school-wide planning and prioritizes time to accomplish goals**
    - Provides input into the school-based strategic planning including and identifies what the school's strategic plan means for his/her own leadership and people that he/she manages
3. **Develop emerging leaders with School Leader's guidance**
    - Supports the School Leader in identifying and developing emerging and teacher leaders (Department Heads and/or Grade Level Chairs) through goal setting, coaching and providing feedback
4. **Model strong staff and student culture and manage school-wide character development and behavior management systems**
    - Supports teachers in understanding process and roles in student support and intervention and develops systems and structures to ensure that limited time is spent on reactive student discipline
    - Manage parts of the daily school operations (e.g. arrival/dismissal, lunch/recess, school trips)

    - Acts as the first Leadership Team contact on student intervention and parent engagement hierarchy; determines next steps for issues that rise above the teacher/grade level/department chair

5. **Collaborate with School Leader on hiring diverse, highly-effective teachers and school staff**
6. **Build own and direct reports' instructional knowledge of standards, content and instructional methods**

- *Content* (Standards, Curriculum, and Assessment):
    - Develops deep mastery over the academic standards in the subjects/grades for which he/she coaches, and strong understanding of academic standards for all subjects/grades. Understands the implications of standards on what a student should know and be able to do, connect teachers with relevant resources to improve their content knowledge, and therefore what a teacher needs to know and be able to do to facilitate student mastery
    - Studies curriculum and assessment content and further develops understanding of how assessments map to content mastery, and what is required of students and teachers to accomplish mastery on the assessments
    - Teaches teachers how to assess for both student mastery and growth towards college readiness and insists that assessments are used to inform teacher instruction
- *Research-based Instructional Practices (Methods and Time):*
    - Develops own and teacher's knowledge of best practices in instructional methods and teaches teachers how to match particular strategies to gaps in student mastery

1. **Develop teachers to provide rigorous and high quality instruction and support School Leader in planning and implementing enabling systems of the Academic Strategies Pyramid**

- *Data Analysis (Data-driven Instruction and Progress Monitoring):*
    - Lead data-driven instruction. Help teachers: determine how data aligns to end-of-year goals (what is being assessed and how it maps to standards); break-out data to analyze how different student groups are performing; determine what data is saying about areas of student mastery and growth; and identify specific instructional actions and adjustments to fill students' knowledge and skill gaps and a timeline to do so
- *Teacher Instructional Development (Instructional Coaching, Content Teams, and Workshops):*
    - Provide high-quality instructional coaching with frequent and scheduled teacher observations, actionable and bite-sized feedback, and accountability for adjustment in practice
    - Coach emerging leaders on their instructional coaching practice
    - May lead or coach others who lead department/content/grade-level meetings that focus on planning for and norming on instruction and culture, practicing instructional strategies, and progress monitoring the department/content/grade level
    - Recommend to the School Leader what school-wide professional development will be the highest leverage in improving student results; lead engaging, actionable, adult-learning workshops; and hold staff accountable for implementation of the workshop practices

1. **Prioritize Assistant Principal's own success and sustainability by engaging lifelines and renewing to get stronger**

QUALIFICATIONS:

- **Student Focus:** Belief that all students, regardless of background, have the ability to go to and through college; demonstrated commitment to the school's unique community
- **Direction Setting:** Ability to set direction for a team and motivate others to action
- **Achievement Orientation and Performance Management:** Demonstrated student achievement results in own classroom and from teachers that he/she manages
- **Cultural Competence:** Demonstrated ability to create inclusive environments that honors and supports a diversity of backgrounds and perspectives
- **Instructional Leadership:** Adept at data analysis; ability to extract meaningful insights across school-wide data

- **Instructional Leadership:** Expertise in what the school-wide academic standards and state assessments require of students' knowledge and skills to demonstrate mastery; able to translate student mastery requirements into instructional plans and strategies
- **Instructional Leadership:** Deep understanding of appropriate application and differentiation of high-leverage instructional strategies (e.g. make kids sweat, pacing, stretch it, etc.) based on comprehension of child development and pedagogy
- **Achievement Orientation:** Demonstrated resilience and focus on student outcomes

Compensation:
Salary for this position is competitive and commensurate with experience. Additionally, KIPP New Orleans Schools offers a comprehensive benefits package including health coverage and retirement.

KIPP: NEW ORLEANS SCHOOLS

SPECIAL EDUCATION COORDINATOR JOB DESCRIPTION

About KIPP New Orleans Schools:

KIPP New Orleans Schools is a non-profit network of 11 college-preparatory, public charter schools educating 4700 elementary, middle, and high school students. We have a 12-year track record of preparing students for success in college and life, and our goal is to help students develop the knowledge, skills, and character strengths they need to pursue a life filled with choices.

Our schools are part of the free public school system and enrollment is open to all students. As part of the national Knowledge Is Power Program (KIPP) network of 200 schools in 20 states and the District of Columbia, we are committed to partnering with the community to ensure that all children have the knowledge, skills and character they need to achieve their dreams while making the world a better place. We believe that great teachers and school leaders, a supportive learning environment, and an emphasis on both academics and character are the foundation for student success, and we strive to provide these for every child.

At KIPP New Orleans Schools, teachers, students and families are all united around the same goal: college and a choice-filled life. We believe that an excellent college-preparatory education will set students up for success in whatever life path they choose. Through collective hard work and commitment, KIPP students complete college at a rate that is above the national average and four times higher than that of students from similar economic backgrounds.

General Position Overview:

The Special Education Coordinator (SEC) is responsible for setting a powerful vision for student achievement and motivating others to follow that vision, especially for students with exceptionalities. Through collaboration, coaching, and support, the SEC will help build a staff belief in and high expectations for all students.

The Special Education Coordinator works to build partnerships with teachers in order to meet the vast range of student needs that arise throughout the school year and will play a key role in building relationships with parents in order to have a broad and deep impact on all of our students. The SEC manages and supports his or her team in implementation of programming and compliance with federal regulations related to services provided our neediest students. Their leadership will result in an instructional program and school environment that prepares every student for success in college and in life. The Special Education Coordinator reports to the school leader.

Excellent candidates will demonstrate an unwavering focus on student achievement, a past record of success with organizational, people, and instructional leadership, and strong evidence of being self-aware, adaptable, a critical thinker and an inspirational leader.

Responsibilities

The Special Education Coordinator leads, manages and oversees all functions of the special education program for their individual school site, including the following duties:

- Manage all special education programming including driving compliance, providing support at IEP and Health and Wellness meetings, monitoring special education students' academic progress, supervising SPED personnel, and monitoring all contract service providers in service delivery
- Support teachers with students that struggle by building strong partnerships with key constituents, assisting with targeted academic and behavioral intervention plans, observing students and coaching

teachers, and attending relevant grade level, department, and leadership meetings to act as a support, resource, and supervisor where need be

- Provide leadership and partnership with teachers and leaders by chairing the Health and Wellness Team, conducting staff training on H&W process, coordinating the referral process, holding staff accountable to action steps decided on in H&W meeting, and documenting all programming
- Coordinate the Response to Intervention program by overseeing all federal compliance and intervention team and team members
- Oversee the 504 approach including the referral process, service delivery approach, monitoring federal compliance
- Manage special education and support team staff members by providing a clearly articulated vision, strong coaching
- and management, providing individual goals and accountability measures, and overall change management
- Go above and beyond in any need that may arise at the school or as directed by school leadership

Skills & Qualifications

- Bachelor's Degree (required); Master's Degree in special education (highly preferred)
- A minimum of 3 years teaching in a low income school with demonstrated exemplary student results
- At least 3 years of work in a special education leadership role in a low income school with demonstrated exemplary student results
- Ability to effectively manage instructional and non-instructional personnel
- Ability to evaluate instructional programs and teaching effectiveness
- Excellent communication, public relations, and interpersonal skills
- Ability to implement effective business systems that ensure proper stewardship of school funds
- Ability to exercise excellent judgment in decision- making
- Knowledge in the selection, training, and supervision of personnel
- Knowledge of the laws, rules, procedures, and programs specifically related to the operation of a special education program

Compensation

Salary for this position is competitive and depends on prior experience. A comprehensive benefits package, including medical, dental, and vision coverage, as well as employer retirement contribution, is included.

DEAN OF STUDENTS / DEAN OF CULTURE JOB DESCRIPTION

About KIPP New Orleans Schools:

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Our schools are part of the free public school system and enrollment is open to all students. As part of the national Knowledge Is Power Program (KIPP) network of 200 schools in 20 states and the District of Columbia, we are committed to partnering with the community to ensure that all children have the knowledge, skills and character they need to achieve their dreams while making the world a better place. We believe that great teachers and school leaders, a supportive learning environment, and an emphasis on both academics and character are the foundation for student success, and we strive to provide these for every child.

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General Position Overview:

The Dean role is responsible for setting a powerful vision for student culture and motivating others to follow that vision, for all students. Through collaboration, coaching, and support, the Dean will help build a staff belief in and high expectations for all students.

The Dean works to build partnerships with teachers in order to meet the vast range of student needs that arise throughout the school year and will play a key role in building relationships with parents in order to have a broad and deep impact on all of our students. Their leadership will result in an instructional program and school environment that prepares every student for success in college and in life. The Dean reports to the school leader.

Excellent candidates will demonstrate an unwavering focus on student achievement, a past record of success with organizational, people, and culture leadership, and strong evidence of being self-aware, adaptable, a critical thinker and an inspirational leader.

Key responsibilities include, but are not limited to:

Student Character and Leadership Development

- Create a vision and four-year plan for what student character and leadership development should look like, sound like, and feel like at our school
- Create systems, instruction, and a culture where students learn about their identity and heritage, and take pride in themselves and background
- Work with students and staff to ensure identity formation is the foundation of leadership development
- Create and provide professional development to teachers to ensure culturally responsive teaching is happening

- Provide professional development, resources, and best practices to all staff to ensure we have a culture of student character and leadership in all aspects of our school
- Work with student leaders to create systems and structures that promote student voice and leadership opportunities in our school
- Coordinate and progress monitor non-academic activities such as service learning

Build and Maintain Excellent Student Culture

- Support the principal and assistant principals in defining the vision, expectations, routines, and procedures student culture for and the metrics to monitor progress at different times throughout the year
- Work with student leaders and staff to ensure consistent implementation of the vision, expectation, routines, and procedures of student culture
- Assist with student behavior infractions when they occur, lead the school in setting up and maintaining system for implementing effective restorative conversations and practices
- Work with the Director of School Operations to plan and execute student opportunities, including: field trips, student conferences, student leadership opportunities, and summer programs for students
- In collaboration with the school social worker, progress monitor students' progress toward promotional criteria and work with school leadership and teachers to intervene when necessary
- Set goals and progress monitor teacher effectiveness with upholding consistent culture and systems

Support Grade Level Chairs with Student Culture

- Support grade chairs and assistant principals in effectively implementing restorative practices and school-wide discipline and student management procedures on their grade levels

Oversee Student Discipline Policies and Practices

- Provide support with student behavior challenges and maintain active presence in hallways and classrooms
- Train staff on restorative conversations and practices and oversee consistent school-wide implementation
- Support teachers and staff in restorative conversations
- Take lead on parent meetings for suspensions, creating BIP's for suspended students
- Oversee and manage the systems, culture and personnel in the refocus room
- Ensure proper communication with parents and relevant staff in response to all student discipline incidents
- Ensure all student discipline incidents and responses are properly documented in IC, LiveSchool, and any other necessary student information systems.

Other

- Support new teacher development with classroom management
- Seek and be open to any new opportunities or responsibilities that will promote the development of our students outside of the classroom
- Seek out and build relationships with community organizations to create a strong community/school partnership
- Additional duties as assigned

Skills and Qualifications

- Bachelors degree required
- At least 2 years of teaching experience and a strong record of helping students achieve academic success
- Past experience leading adults in a school environment
- Outstanding organizational skills and high attention to detail; outstanding written and oral communication skills
- Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment
- Proactive problem solver who demonstrates initiative and teamwork
- Strong work ethic coupled with an enthusiastic and passionate approach to one's work

- Multi-faceted, multi-skilled, resourceful and willing to do whatever it takes to help the school reach a level of academic excellence
- High level of detail orientation and sound excellent organizational skills
- Strong communication, feedback and facilitation skills
- Strong analytical and problem-solving skills
- Articulate, professional demeanor with strong self-confidence and initiative.
- Entrepreneurial mindset, with the creativity and versatility to work productively in a fast-paced environment
- Demonstrated ability to work in a fast-paced, high-energy environment with a proven ability to meet and complete multiple deadlines and tasks with meticulous attention to detail.
- Strong interpersonal skills, with the ability to develop productive working relationships with stakeholders across functional and organizational lines
- Passionate commitment to KIPP New Orleans mission

DIRECTOR OF SCHOOL OPERATIONS JOB DESCRIPTION

About KIPP New Orleans

KIPP New Orleans Schools is a non-profit network of 11 college-preparatory, public charter schools educating 4400 elementary, middle, and high school students. We have a 10-year track record of preparing students for success in college and life, and our goal is to help students develop the knowledge, skills, and character strengths they need to pursue a life filled with choices.

Our schools are part of the free public school system and enrollment is open to all students. As part of the national Knowledge Is Power Program (KIPP) network of 200 schools in 20 states and the District of Columbia, we are committed to partnering with the community to ensure that all children have the knowledge, skills and character they need to achieve their dreams while making the world a better place. We believe that great teachers and school leaders, a supportive learning environment, and an emphasis on both academics and character are the foundation for student success, and we strive to provide these for every child.

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General Position Overview

Reporting to the Managing Director of Schools, the Director of School Operations (DSO) is a senior, school-based leadership role that oversees all finance and operations functions necessary to run a high-performing K-8 school. The DSO ensures that the school's operations meet high standards of operational excellence, and enables instructional leaders and staff to focus on driving strong student achievement outcomes. The DSO works closely with the Managing Director of School Operations and the School Support Center (SSC), who provides support to schools across the entire KIPP network, to reach outcomes on region-wide initiatives and goals.

Position Requires:

- Strategic thinking and an entrepreneurial spirit that maximize available resources and develop excellent, sustainable outcomes
- Solid organizational and time-management skills, including the ability to advance numerous competing priorities
- Strong interpersonal and communication skills, including the ability to coordinate activities across team members at multiple locations
- An ability to cultivate partnerships and build consensus
- Comfort defining and upholding high expectations, including delivering and receiving constructive feedback
- Adaptability and comfort working in a complex, fast-paced environment that demands continuous learning and improvement
- Sense of humility, customer service mindset, and shows urgency and the ability to proactively solve problems and make decisions quickly
- A passion for KNOS's mission of driving extraordinary academic achievement and personal growth that result in students' attainment of a college degree

Key Responsibilities:

School Operations Leadership & Operations Team Management

- In partnership with the Managing Director of Schools, School Leaders and the SSC, develops the school-wide operations vision that supports and operationalizes the academic and cultural vision of the school
- Plays a leadership role in the school's strategic and annual planning and budgeting process
- Hires, manages, coaches, and develops school operations team members (including front office staff and vendors) and holds them accountable to goals and outcomes
- Serves as the primary point of contact for the SSC team, responding to requests and collaborating with teammates across the SSC to build scalable, region-wide systems, policies, and procedures
- Oversees big picture facilities issues, including maintenance, managing staff/vendors, aesthetics, shared space agreements, and campus safety
- With the Facilities Director, plans for maintaining capital-intensive building systems, meeting compliance requirements, enhancing facilities, and fulfilling lease obligations.
- Oversees all aspects of food service, including quality, managing staff/vendors, meal tracking, compliance, and meal delivery
- Oversees all aspects of transportation including vendor management, arrival and dismissal procedures, and setting and managing staff duty schedules
- Owns ultimate responsibility for each and every students safe transport to and from school
- Leads the school opening/start up process each year to ensure that doors are ready to open by coordinating furniture, equipment, and instructional supply orders.

Budgeting, Finances & Purchasing

- Works closely with the Managing Director of Schools and School Leaders to develop the school's annual budget and actively manages the school budget throughout the year
- Manages the school purchasing process by establishing clear systems; approves school purchases within a specific financial threshold
- Serves as the first school-based point of contact regarding finance and works with SSC Finance team to ensure financial compliance and reporting

Student Recruitment, Enrollment & Data

- Develops and manages student recruitment strategy to ensure that the school begins the academic year with full classes and actively recruits to fill open seats
- Leverages the entire school team to reach outcome of filling 100% available seats by 10/1
- Ensures that parent info sessions, school tours, and application and enrollment process are tightly planned and executed
- Ensures the Managing Director of Schools, School Leads, teachers, and staff have complete and accurate student information they need to be successful.

Risk Management, Compliance, and Human Resources

- Ensure that the school is prepared for emergencies by conducting all drills and training staff on emergency plans
- Partners with SSC human capital team on the new hire process (e.g. interviews, new hire offer letters, onboarding)
- Reviews and approves bi-weekly payroll and time-off requests
- Ensures that school staff have complete, current, and accurate employee files and certifications; all personnel interacting with students have background checks on file; and schools comply with all areas of legal compliance (e.g. HR, FERPA)
- Communicates leave needs and critical dates to the human capital team and assists in facilitation of employee leaves
- Manage human resource operations for the school and serve as a liaison with KIPP New Orleans Human Resources Team
- Manage teacher and staff on-boarding and off-boarding in conjunction with SSC human resources, finance, and IT teams.
- Lead Performance Management process for all operations staff at the school level.

- Collaborate with the KIPP New Orleans Human Resources Team to ensure school-level HR compliance with various employment-related government agencies, maintain personnel files, and administer benefits.

Requirements

- Bachelor's degree required; Master's Degree in related field preferred
- A minimum of 3 years of experience in operations, business, finance/accounting, and/or administration
- Unwavering commitment to the mission of KIPP New Orleans Schools, that all students can reach college and that we can and must revitalize education in New Orleans
- Excellent organizational, planning and implementation skills
- Ability to lead, to manage multiple priorities and to manage the ambiguity inherent in an entrepreneurial environment
- Ability to manage and lead people and provide performance management
- Ability to communicate and interact effectively with multiple constituencies
- Quantitative skills and experience with financial management
- High proficiency in Microsoft Excel, PowerPoint, Word, Outlook required