## Recommended Responsibilities of an Operations Leader
(Chief Operating Officer, Director of Operations, Operations Manager)

### Student Records
- Maintains and updates student information in the areas of academics, personal contact info, health and emergency info, and parental permission, using state-required database and school database.
- Ensures content of student information is accurate and is organized and filed as required by State law.
- Collects and files student records.
- Coordinates academic data entry by teachers for report cards.
- Manages/track attendance and lateness of students.

### Food Services
- Manages school nutrition program, including managing staff and vendor (if applicable) for breakfast, lunch, and/or snack.
- Ensures parents fill out forms to determine Free, Reduced or Full Priced Status for meals and communicates percentages to Business Leader for related funding streams (Title I, E-Rate).
- Produces meal invoices and collects payment from parents (decide if time spent is worth it).

### Transportation
- Manages student transportation via bus and other modes of transportation for arrival, dismissal, and field trips.
- Ensures student transportation schedule is aligned with school calendar.
- Manages daily mode changes for students whose usual mode of transportation is different from usual.
- Coordinates process of late passes, bathroom passes, and any other authorized student movement within building (Nurse, Library, Principal, etc.).

### Facilities
- Communicates quick building needs to Facility Manager, sets up employee mailboxes, room signs, hallway passes and emergency exit procedures.
- Maintains system to address facility needs (lighting, repairs in rooms, clean up of bodily fluids).
- Manages move out of or within facility with Business Leader if applicable (furniture, books, supplies, records, technology network, computers, copy machines, other assets, phone system).

### Scheduling & Planning
- Schedules and coordinates coverage/substitutes, tracks sick leave, vacation and personal days and notifies Business Leader about staff members to be docked.
- Manages volunteers and temporary staff members; supports contingency planning for long-term (succession planning) with Business Leader.
- Administers weekly staff communication for new information and upcoming events; maintains school calendar.

### School Programs
- Manages After-School Program (if applicable).
- Coordinates field trips with teachers & parents and makes applicable arrangements for meals (brown bag lunches).
- Coordinates sales of uniforms and school t-shirts (decide if school will resell uniforms).
- Coordinates process of late passes, bathroom passes, and any other authorized student movement within building.

### Student Enrollment
- Manages student recruiting process including outreach and tours for parents.
- Ensures student enrollment is at the correct student count.
- Maintains student waiting list according to State law; receives and organizes applications.
- Ensures new student lottery is run in compliance with law, works with Business Leader to document process followed by an impartial party (auditor/Board Member).
- Transmits student transfer/withdrawal paperwork to and/or from student’s former or current school.

### Nurse
- Manages Health Services, administration of hearing/sight exams, tracks all required immunizations and physicals.

### Operations Assistants
- Supports administrative duties (photocopying, covering front desk, nurse duties, covering teachers who need to use the restroom).

### Security Guard
- Ensures safety of students and staff and security of building.

### Receptionist
- Answers phones, handles emergencies that arise, contact for parents.

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