

Position title:	<i>Assistant or Associate Director (depending on experience)</i>
Reports to:	<i>Executive Director</i>
Employment category:	<i>Full-time/12-Month/Salaried</i>
FLSA status:	<i>Exempt</i>
Salary	<i>Title and Salary commensurate with experience Range: \$70,000 - \$90,000</i>

Position Summary

The AD provides support to the Executive Director in multiple areas of school functioning including, but not limited to: government compliance, data systems, HR, communications, and fundraising.

Responsibilities

Compliance

- Develops, maintains and continuously improves the coordination of data collection and data reporting to insure compliance with government reporting mandates
- Maximizes income from and maintains compliance with government programs
- Establishes and maintains FACTS' participation in the National School Lunch Program
 - Coordinates with the Food Services Manager, Director of Finance and Executive Director to insure the timely submission of applications, reports, claims and other required documentation
 - Coordinates procurement processes in accordance with NSLP regulations
 - Coordinates with the Executive Director and Food Services Manager to create and implement systems and procedures for complying with NSLP regulations
 - Coordinates trainings for Food Service staff with the Food Services Manager
- Ensures compliance with Federal Programs (examples: Civil Rights, Title and ESSER)
 - Manages the submission and reporting requirement of the Consolidated Application with support from Executive Director and Finance Director
 - Leads the process for developing FACTS' Title I Schoolwide Plan
 - Insures that systems are in place and staff members are conversant in their responsibilities regarding compliance with the federal Title programs
 - Creates and maintains documentation required for program compliance
 - Leads FACTS through Federal program audits
- Ensures compliance with Pennsylvania and Philadelphia reporting requirements
 - Serves as the Pennsylvania Information Management System (PIMS) administrator for FACTS by gathering data/information for and holding primary responsibility for the timely submission of all PIMS reports
 - Maintains systematic data collection by training and communicating with staff (e.g. coordinators, directors, etc.) on ongoing data requirements, upcoming deadlines, and expectations related to the quality of data
 - Manages the timely submission of all reports in the Future Ready Comprehensive Planning Portal (FRCCP). This requires scheduling meetings, collecting data and ensuring timely data submission from various staff members at FACTS.

- Coordinates with the Executive Director to ensure the timely submission of all Epicenter reports required by the city of Philadelphia's Charter School Office
- Provides support as needed to the Instructional Data Coordinator, Special Education Supervisor and front office to ensure that Infinite Campus data is accurately submitted

Human Resources

- Organizes and maintains personnel files
- Insures that all necessary clearances and employment documentation are on file and up to date
- In collaboration with the human resource and administrative team, manages the recruitment, screening process, and on-boarding of new staff

Fundraising and Public Relations

- Improves FACTS' capacity and infrastructure for fundraising
 - Serves as a member of the Board of Trustees Development Committee
 - Leads the planning and implementation of FACTS' annual 5K fundraiser in partnership with board, staff and volunteers
 - Maintains the donor database and manages acknowledgements and tax receipts
 - Plans and coordinates a targeted number of fund-raising and friend-raising events, as directed by the Board of Trustees Development Committee
 - Maintains and updates FACTS website and social media pages

School-wide Executive Management

- Works collaboratively as a member of the Administrative Council to model professional leadership and guidance for the entire school and to provide objective, data-driven and mission-centered departmental perspective to executive-level decision-making

Qualifications

- Solid understanding of FACTS school mission and culture
- Strong commitment to social justice and an expressed interest or demonstrated experience in the arenas of education, folk arts, or immigrant services
- Bachelor's degree in relevant areas of study
- Excellent written, verbal, presentation, organizational, and interpersonal skills
- Excellent computer proficiency skills (Google Forms, Slides, Sheets and Microsoft Excel) are required
- Demonstrated ability to both work with a high degree of autonomy and participate effectively on a team
- Attention to detail, strong sense of drive, and willingness to take initiative
- Demonstrated experience in the following areas: designing or managing organizational systems, data management, government compliance
- Experience as a PIMS Administrator or Federal Title Funding Coordinator preferred
- Experience in donor or event management is beneficial

Working conditions

The working conditions include:

- Very high levels of social interaction, with daily and consistent work with children, parents, teachers and administrators.
- Communicating with people face-to-face on a daily basis, as well as communication through phone, e-mail, letters, and memos.

- Working very near others, within a few feet or less, which may result in exposure to diseases and infections, such as colds and influenza.
- Exposure to loud sounds and high noise levels on a regular basis.
- Responsibility for the health and safety of the children in their school.
- Being placed in conflict situations where parents, students, and/or staff might become angry or unpleasant.
- Working as part of a team of administrators and educators.

Physical requirements

The AD is regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

Direct reports

Food Service Manager

Approved by:	Admin Team
Date approved:	12/15/2022
Reviewed:	