

# DIRECTOR OF OPERATIONS

Chattanooga Preparatory School  
1849 Union Avenue  
Chattanooga, TN 37404



CHATTANOOGA  
PREPARATORY  
SCHOOL

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## ABOUT CHATTANOOGA PREP

Chattanooga Preparatory School is an all-boys public charter school that opened its doors to 66 sixth grade students in August 2018. Located in the Highland Park area close to downtown Chattanooga, Chattanooga Prep is positioned to provide a unique and impactful educational opportunity for the young men in our urban communities.

## ABOUT THE POSITION

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- The Director of Operations (DO) will manage the Operations team to achieve excellence at Chattanooga Prep. The position will work hand-in-hand with the school's Principal to ensure that all support functions operate efficiently and optimally to support the education of our students so that teachers can focus on teaching and students can focus on learning. The DO position will support the Principal so that he or she can focus exclusively on teaching and learning within the school.
- Responsibilities of the DO will include overseeing the work of a Financial Director, Director of Technology, Director of Human Resources and Facilities Management, as well as any other duties as defined on a go forward basis. As Chattanooga Prep is still in the "start-up" phase of its own development as an organization, the role of DO will necessarily grow and change over time.

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## PRIMARY RESPONSIBILITIES

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- Overall Organizational Leadership. As part of the top level of leadership within the school, candidates must be comfortable carrying the mission and vision of the founders of the school forward on a daily basis
- Functional Areas reporting to the DO position will include:
  - Finance
  - Operations and Facilities
  - Human Resources
  - Technology
  - Community Engagement

- Vendor Management
- Development
- The Director of Operations will report directly to the CEO of the school and will work directly with the Principal on a day to day basis
- Design and implement professional development plans for all direct reports
- Ensure the school has effective evaluation tools and a process for professional development of the operations team
- Formally review and evaluate direct reports at least annually and conduct regularly schedules one-on-one meetings with all direct reports

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## **EDUCATION AND EXPERIENCE**

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- An undergraduate degree is required, and any advanced degrees will be looked upon favorably
- A minimum of 3+ years of work experience is required
- Work experience does not necessarily have to be in education, but applicants will be asked to show relevance of any experience to the academic environment during the interview process
- Prior experience working in schools, urban communities, non-profit, military, private sector and/or fast paced entrepreneurial environment is preferred
- High comfort level with children and youth is required
- Experience and demonstrated ability to excel with independent work is required
- Project and Time Management skills are a must
- Must work well with others

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## **COMPENSATION AND BENEFITS**

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- Chattanooga Preparatory offers a competitive compensation package commensurate with anticipated duties and experience. This position is eligible to participate in the school's benefit program.
- Applicants can apply by sending resume and cover letter to [hr@chattanoogaaprep.com](mailto:hr@chattanoogaaprep.com).