



Job Description

Job Title: Network Operations Support Specialist

Status: Full-time, Year Round, Salary, Exempt

Job Summary:

The Network Operations Support Specialist will assist the Schools in all non-curriculum matters of the model to increase efficiencies and improve operational and compliance processes and procedures to reach Operational Excellence across the model. The Support Specialist will also be available to assist in day to day operations of the schools.

Essential Job Functions

Compliance

- Support attendance compliance model wide in regards to HB 410 including running weekly reports, creating attendance letters and sending letters to Assistant Principals for review and signature.
- Assist with school policy research and verify that required school policies and attestations are in compliance with state and federal laws and properly submitted to sponsors.
- Work with the Director of Network Operations in meeting all sponsor requirements, rubrics, and monthly in the Epi-Center system. Compile all necessary information in an organized fashion so it is readily available for sponsor visits.
- Upload Safety Plans to ODE annually by the deadline
- Maintain master list of policies in an organized fashion, updating when policies are created, renewed, and revised.
- In conjunction with the Director of Network Operations, prepare and maintain a master calendar of compliance requirements and deadlines and work with leadership to meet all requirements.
- Create and maintain an organized and accurate food service binder for each school consisting of the CRRS claim, CN6 & CN7, and monthly menu along with the required training certificates of each food service staff.
- Submit timely and accurate food claims for the network
- Review monthly food order and claim data identify trends and areas of potential concerns and order meals accordingly.



Operations

- Prepare cash deposits for each school and take to bank
- Review and collect all documentation for monthly processing of credit card
- Assist with network purchasing when needed
- Perform annual capital assets inventory for all schools each summer
- Provide coverage for front desk when staff are out sick or on vacation
- Assist with the set up and tear down of all model events
- Provide general administrative support to the Operations Team model wide
- Other job duties as assigned

Skills and Qualifications

In order to perform this job successfully, an individual must be able to perform each task accurately. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Dedication to Intergenerational Schools mission and vision
- Self-starter and problem solver with strong critical thinking skills willing to take on new challenges
- Ability to handle multiple projects and manage ambiguity
- Detail-oriented with strong organizational, project, and time management skills.
- Willing to take instruction and feedback as well as comfortable giving instruction.
- Internet and computer savvy with experience in manipulating browsers, online communication and research.
- Experience working in urban school communities.