



## **JOB DESCRIPTION**

**Position Title: Dean of Operations**

**Reports to: Chairman of IFSC**

**Role Summary:** The Dean of Operations will play a key role in leading and managing operational processes at IFS. The role will work closely with the IFSC Chairman, Principal and the Vice Principals to gather their requirements and support them in implementing processes and technologies that will enable smooth execution of day-to-day activities. The role will lead and manage an office staff and the school nurse to provide parents, students, and employees an exceptional customer experience.

### **Essential Duties and Responsibilities:**

#### **School Operations**

- Execute, review and update all operational processes on a continuous basis in consultation and collaboration with the administrative leadership of the school (e.g., field trips, bake sale, substitute handbook, catering contracts, security, tornado drill guidelines, school lunch menus, student health, etc.)
- Manage functions of the school administrative offices including review and approval of tasks performed; driving efficiency and better customer service where appropriate
- Collaborate with Facilities Manager to manage use of school facilities
- Collaborate with the IT Manager to drive procurement and implementation of technology
- Manage procurement of all school operational needs (e.g., printers/copiers, school resource materials for students and teachers, etc.)
- Maintain and house all operational contracts related to the school (e.g., copy machine, lunch caterers, paper, postal, school supply vendors, parent alert system etc.)
- Manage equipment, textbook and supply inventories

#### **School Expenditures and Budgeting**

- Implement IFS financial policies and procedures for all expenses incurred at the school.
- Ensure all records and data are maintained for bookkeeping and audit purposes.
- Provide detailed financial reports and research expenses and revenues as needed.
- Develop a budget with the administrative leadership for all aspects of the school
- Coordinate accounting and payment activities with the Islamic Foundation business office and engage in special projects as needed

#### **Planning and execution of School Events and Activities**

- Collaborate with administrative leadership to review and finalize plans and timing for all school events, ensuring that all activities are scheduled effectively.
- Ensure that the school calendar is accessible to parents and students with adequate reminders prior to actual date of events.
- Responsible for the implementation of all programs and activities at IFS.



- Develop annual school calendar in consultation with administrative leadership and ensure approvals are in place before the calendar is finalized.

### **Student Registration**

- Lead and manage the student registration process for returning and new students and families.
- Collaborate with administrative leadership to understand the admission criteria and enable the implementation of those requirements in the decision process.
- Review and update the registration materials (instructions, systems, tuition, fees, etc.).
- Promote and market school registration to current and prospective parents and students.
- Support parents in the registration process providing an excellent customer experience.
- Update FACTS (billing systems) and RenWeb (student and parent information system) for registered students.
- Manage and execute the Financial Grant & Aid process based on IFS policies for eligible families.
- Notify all responsible functions for post-registration activities (e.g. Nurse, HR, administrative leadership).
- Maintain and enhance the online registration process as required based on feedback from stakeholders.

### **Billing and Grading Systems Administration**

- Administer all aspects of FACTS (billing system) and RenWeb (student and parent information system) in collaboration with administrative leadership.
- Administer student payment plans for annual tuition billing and incidental billing.
- Review and monitor billing accounts and follow up with parents on delinquencies.
- Provide technical support to parents as required.
- Drive use of RenWeb by parents, students, teachers, and academic leadership to track and monitor student progress at IFS.
- Enable RenWeb technology to meet evolving requirements
- Prepare and issue reports to be reviewed by academic leadership to drive more effective use of RenWeb with teachers, students, and parents.
- Schedule distribution of student grade / progress reports to parents and students via RenWeb.
- Maintain systems, run data quality reports for audits.

### **Marketing & Social Media Management**

- Support marketing initiatives in coordination with IFSC members; activities will include but are not limited to data gathering, analysis, implementing surveys, preparing marketing materials, advertisements, etc.
- Update and maintain school website and social media content in coordination with Administration and teachers.
- Support fundraising initiatives conducted on behalf of IFS.



### **School Grants Administration**

- **District Grants:** Provide data and support for grant applications as needed.
- **Empower IL:** Market grant information to parents for processing applications and manage campaigns to drive donations.
- **School Nutrition Program:** Ensure School is meeting criteria to receive funds and manage documentation of school account

### **Coordinate with shared services (facilities management, security, and IT support) provided by Islamic Foundation**

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

### **Qualifications**

- Bachelor's in business administration or Finance/ Accounting
- 5 years of experience in an operations / finance role
- Experience working in a school environment is a plus
- Experience managing a staff of 2 or more people

### **Professional Skills**

- Self-starter who is goal oriented and takes initiative to evaluate and improve existing processes
- Strong interpersonal and leadership skills to successfully interact with a diverse group composed of educational leadership, teachers, athletic personnel, and other personnel including HR, IT, Facilities, etc.
- Strong collaborator with demonstrated skills in coordinating projects and daily activities with academic leaders and teachers.
- Excellent organizational skills and keen attention to details.
- Demonstrated ability to work with standard office tools and technology.
- Adept in using software and technologies that are in the cloud.