



## Position Description

**Title:** Operations Coordinator **Department:** Administration

**Reports to:** Preschool Director

**FTE:** Part-Time, 30 hours/week, Calendar Year

**Ravinia Nursery School** is a play-based preschool for children ages two through five years. As a child's first school experience, it is our intention at RNS to inspire a love for learning by providing an environment that supports and honors each child's unique development and interests. At RNS, we believe children learn best through play. When children are free to explore their environment and the materials around them, the learning they acquire is meaningful. It is through this exploration that a child learns about the world in which they live. Building a strong social and emotional foundation is our primary goal for preparing children for kindergarten and beyond. Our program is deeply rooted in community, and we encourage parent engagement in their child's learning, providing many opportunities for participation year-round.

### **Job Summary:**

The Operations Coordinator will work closely with the Director managing day-to-day operations including but not limited to: managing budget, invoices and payroll, compliance (safety and licensing), registration system, and communications including school website and newsletter. This is a 30-hour/week position that requires daily attendance and flexibility to ensure coverage in the Main Office when the Director is observing or participating in teaching and learning.

### **Essential Responsibilities:**

The Operations Coordinator (OC) reports to the Director of Ravinia Nursery School and serves as an active member of the school's leadership team, working in collaboration with the Director. The OC will possess the ability to prioritize tasks and maintain accurate records. The OC will possess excellent verbal, written and digital communication skills to effectively interact with all stakeholders.

### **Administrative:**

- Ensure compliance with licensing requirements of the Department of Child and Family Services, and all other applicable county, state and federal laws, rules and regulations (i.e. maintain accurate records, including staff training, renewal of school license every 3 years, be present for all DCFS meetings, Lake County Health Department visits, fire department inspections etc.)

- Serve as the primary point of contact with all governmental and regulatory bodies in connection with the school
- Plan and implement health and safety programs including universal health precautions, emergency procedures, and facility and equipment safety
- Collaborate with Director to manage all aspects of student admissions
- Keep and maintain full and complete records pertaining to the administration and operation of the school
- Maintains and updates Membership Toolkit platform and the school's website, including creation of calendars, directory, registration forms, sales forms etc
- Responsible for co-management of all Ravinia Nursery School auxiliary programming (Enrichment and Summer Camp) in collaboration with Director who has ultimate oversight of all programs
- Maintain confidentiality of sensitive information and adheres to applicable privacy and security standards
- Manage the main email account(s) to ensure prompt and accurate responses
- Collaborate with the Director and the Ravinia Nursery School Board ("Board") to ensure the smooth processing of employment contracts, ensuring they are updated, executed, and in compliance with all state/federal regulations
- Collaborate with the Director to review and update the staff and family handbooks annually, ensuring they align with school policies, procedures, and legal requirements
- Communicate and ensure the distribution of handbooks to staff and families, answering questions and addressing concerns as needed

#### **Communication:**

- Demonstrate excellent verbal, written and digital communication skills to responsively interact with parents and staff, prospective families and the Board
- Create and distribute weekly schoolwide communications for staff (i.e.: Week at a Glance- digital version) in collaboration with the Director
- Collaborate with Director to create and distribute weekly schoolwide communications for families (Little Blue News), all-school emails, etc.
- Develop a strong rapport with the community by attending planned and ad hoc meetings (as required)
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- Present monthly reports to the Board, to include budgetary information

#### **Fiscal:**

- Collaborate with the Ravinia Nursery School Board and Director to prepare an annual budget for approval
- Manage the school's budget throughout the year to ensure accuracy and program is running as planned
- Work with external vendor partner to manage payroll and vendor payments
- Responsible for operation of the school pursuant to an approved budget, including collection of enrollment fees and tuition, purchase of equipment and supplies, and handling of banking transactions in accordance with established financial policies and procedures

- Administer and oversee the school's payroll processes, ensuring timely and accurate employee compensation in compliance with school policies and applicable regulations
- Track expenditures and provide budget reports to the Board before each monthly Board meeting
- Manage annual audit with external audit firms to ensure accuracy and timely filing

### **Technology:**

- Knowledge of and experience working with Learning Management Systems (LMS) and Student Information Systems (SIS) to effectively leverage technology in communication. Operations Coordinator will be responsible for management of Membership Toolkit platform (see administrative responsibilities)
- Collaborate with Director to create and maintain database to manage staff evaluations

### **Required Skills & Qualifications:**

- B.A. in Business Administration, Education Administration, or a related field *(required)*
- At least three years of experience in administrative management or a related field *(required)*, with at least 1 year in a supervisory or leadership role (preferred)
- Experience in a school or educational setting (preferred)
- CPR and First Aid certification *(required by start date)*

### **Working Conditions:**

- Some evenings and weekend hours will be required for parent meetings, school events, and staff development
- Frequent walking, standing, and light lifting
- Compensation commensurate with educational background and experience
- Summary Pay Range: \$30,000 to \$50,000

### **Application Instructions:**

Interested candidates should submit a cover letter, resume, and three professional references to: [employment@ravinianurseryschool.com](mailto:employment@ravinianurseryschool.com)

Attn: Ravinia Nursery School Board

Re: Operations Coordinator Application

*Ravinia Nursery School employs qualified persons of the greatest ability without discrimination against any employee or applicant for employment because of race, color, religion, national origin, age, sex (including pregnancy), physical or mental disability, medical condition, genetic information, gender identity or expression, sexual orientation, marital status, status as a protected veteran, or any other legally protected group status.*