JOB DESCRIPTION: SPECIAL PROJECTS COORDINATOR

Organization Background:
ICEF Public Schools is a nonprofit charter school management organization serving communities in the South Los Angeles area. ICEF Public Schools operates high-quality, tuition-free, public charter elementary, middle and high schools. ICEF’s vision is to transform South Los Angeles into a stable, economically vibrant community by providing first-rate educational opportunities. ICEF’s mission is to prepare all students to attend and compete at the top 100 colleges and universities in the nation.

Position Description:
This is a 12-month, full-time, salaried, exempt position. The individual in this position will provide general support and complete various school-wide projects related to operations, facilities, school assessment. Works with the DOA to develop, implement, monitor, and evaluate systems and procedures. In addition, this position will assist in ensuring compliance with, preparation of annual Charter Authorizer’s compliance visits, and coordination of staff development and trainings.

Reporting:
Reports to the Director of Operations and Administration (DOA)

Essential Duties:
Special Projects
- Completes individual projects as assigned by members of the Executive Team. (coordinated with the COO)
- Assist schools to plan and execute school based events/activities
- Assist Department, including IT, VAPA, Athletics, Community Relations, Development and Operations Department in planning and executing special project/events, as needed
- Support schools in community outreach and recruitment efforts as needed
- Develop and Monitor web-based inquiries for student enrollments and prospective volunteers
- Pan and coordinated special school beautification projects, in collaboration with school staff and DOA

Trainings
- Assist in identifying, planning, and facilitation a variety of ongoing trainings to school site personnel
- Responsible for overseeing the ICEF training program with the DOA and other HO staff
- Coordinate Safety and Facilities trainings, including school safety equipment

General Administration and School Site Support
- Spends time weekly in schools interacting with staff to monitor good communication and collaboration
- Provides oversight to school site staff for the development and upkeep of the ICEF websites
- Assist in the preparation of audit schedules and record keeping

Facilities Support
- Develop, plan, and implement school site evaluations for facility personnel, biannually
• Develop, maintain, and oversee a system for tracking facility repairs and maintenance
• Responsible for developing and maintaining a global inventory of all ICFE property and equipment. Train school personnel to use system.
• Works with the DOA until a Facilities and Construction Coordinator is engaged, to insure smooth facility operations, including coordinating Industrial/Occupational Training
• Coordinates school moves and all storage operations; ensure transportation and moving personnel.
• Conduct site inspections in preparation for LAUSD annual, WASC, and other site visits
• Assist school sites in the revision of Safety Plans and protocols
• Review schools sites Evacuation Plans are maintain updated as annually
• Ensure school sites maintain and upkeep accurate Material Data Safety Sheets (MSDS)
• Coordinate school emergency drills and ensure compliance with ICEF’s policies and procedures
• Work with outside vendor to complete school work orders ,including repair and maintenance projects

Specific Qualifications:
• Must have H.S graduation, college degree, or requisite military experience
• Possess a minimum of 5 years experience in a leadership role with a charter school operator
• Familiar with Student information Systems and CALPADS implementation, reporting, and monitoring, is a plus
• Past experience in administrative level operations at a charter school is required
• Past experience in the planning and providing of training workshops and individual training sessions is desired
• Should have experience working under stressful conditions and difficult timelines
• Must be knowledgeable regarding safety regulations, OSHA, and EPA, and ADA regulations
• Proficient with Visio, Photoshop, Illustrator, and web design programs.

General Qualifications:
• Must believe in and live out ICEF's Core Values
• Must ensure achievement of ICEF’s mission
• Must have an unwavering belief that all students can learn and achieve success in school
• Must have excellent communication skills, both oral and written, with the ability to foster positive working relationships.
• Must be able to interact with stakeholders at all levels (including all staff, parents, students, and community members) in a respectful manner and provide excellent customer service
• Must be able to work collaboratively in a team environment
• Must have a working knowledge in using Microsoft Office products including Word, Excel, PowerPoint (or pages, numbers, and keynote if using Apple/MAC products)
• Must have strong organizational, problem-solving, and time-management skills
• Must attend and participate in ICEF staff meetings as required
• Must attend and participate in ICEF training programs as required
• Must have reliable and insured transportation
• Must be able to travel between schools and the home office as required as a condition of employment
• Must have a valid California Driver's License.
• Must show proof and maintain a clear TB Clearance
• Must undergo and maintain a clear DOJ and FBI Clearance
• Must provide documentation of eligibility to work in US
Salary:
Commensurate with experience

Benefits
Medical, Dental, Vision and 403B available

I understand and agree to comply with the Job Description as set forth above and that compliance with these duties and requirements are a condition of my employment at ICEF.

Employee (Printed Full Name)       Employee Signature       Date

ICEF is an Equal Opportunity Employer