

Operations Manager

The Teacher Accelerator Program (TAP) is actively seeking dedicated and skilled Operations Managers to oversee and orchestrate the logistical and operational aspects of TAP Summer. TAP Summer is a comprehensive six-week program designed to provide intensive training for TAP's teacher candidates. In this role, the Operations Manager plays a pivotal role in ensuring the seamless execution of TAP Summer, encompassing not only the training sessions but also social events and day-to-day operations.

The Operations Manager, equipped with strong leadership, organizational, and customer service skills, is instrumental in maintaining the high standards of excellence that TAP Summer aims to consistently project. As the primary point of contact for all matters related to TAP Summer at each school site, this individual assumes a key responsibility in facilitating effective communication and coordination.

In addition to overseeing logistical aspects, the Operations Manager is positioned to gain valuable exposure to leadership and administrative responsibilities. The dynamic nature of this role guarantees daily encounters with diverse challenges and opportunities, demanding a problem-solving mindset and efficient decision-making skills. We are seeking an individual with the capacity to contribute to the growth of our organization through innovative thinking, perseverance, and a positive outlook. If you are ready to embrace a role that offers both challenges and rewards, this opportunity is tailor-made for someone with creative insight and a commitment to organizational success.

Requirements

- Required: Bachelor's degree
- Required: Evidence of related work experience
- Experience working cross-functionally on a team
- Required: At least two years of classroom experience (preferred)
- Required: Proficient in the following applications (Monday.com and Google Suite)
- Proficient in excel, word, etc.

Who We Are

Across the country, there are tens of thousands of teacher vacancies. As a result, students are being denied the educational opportunities they deserve. The Teacher Accelerator Program is an organization dedicated to mitigating the teacher shortage. Our mission is to recruit, prepare, and mentor a localized pipeline of educators through strong community partnerships, thereby ensuring every student has a qualified teacher. Through community-based programs, we offer a clear pathway for college graduates with non-education majors to gain the certification and training needed to become classroom teachers. **Learn more at teacheraccelerator.org.**

Reporting/Accountability

- This role reports directly to the Program Coordinator

Responsibilities

- Coordinate all logistical needs and strategies at the assigned school site before summer programming and during summer programming.
- Communicate and collaborate with school site administration to ensure cohesion between school and TAP programming.
- Prepare a school site summer manual for candidates.
- Facilitate daily staff and candidate attendance protocol.
- Assist with bi-weekly survey creation and delivery.
- Communicate daily feedback with the program coordinator.
- When needed, order supplies and food for school-site-related needs.
- Implement and maintain staff operational systems across TAP school sites.
- Collaborate with all TAP Operations Managers to ensure equity amongst TAP sites.
- Facilitate relevant training sessions as needed.
- Prepare weekly announcements for TAP candidates.
- Work with the program manager and program coordinator to facilitate special projects for the TAP community, including all Friday Cohort days.
- Build, maintain, and leverage relationships with community partners, outside vendors, TAP Participants, and fellow staff members.
- Help to coordinate the set-up and take-down of operational resources and systems.
- Ability to work on-site at the summer sites 7-10 days prior to the official start of institute and ability to travel to various sites during the summer.
- Ability to work evening and early morning hours required; also, some weekend hours required.

Required Skills

- Understands and values the importance of great operations.
- Excellent organizational ability, including planning well and managing responsibilities effectively
- Enjoys working behind the scenes.
- Exhibits perseverance in the face of challenges, ability to adapt to challenging environments, and a strong desire to do whatever it takes to improve and develop.
- Enjoys coaching, managing, and developing others to achieve outcomes.
- Brings asset-based approach to problem-solving
- Demonstrates sound decision-making.
- Event planning and programming.

Time Commitment

Aside from the specified dates, there will be asynchronous tasks and virtual meetings scheduled at your manager's discretion.

Event	Date	Time	Location
Team Conference Operations Team Retreat	Saturday, March 16	10:00 am - 3:00 pm	Converge Miami
Staff Happy Hour	Thursday, April 4	5:00 pm - 7:00 pm	Gramps
Team Conference	Saturday, April 13	10:00 am - 3:00 pm	In-person; TBD
Team Conference	Saturday, May 4	10:00 am - 3:00 pm	Converge Miami
Staff Outing	Thursday, May 16	5:00 pm - 7:00 pm	TBD
Summer Kick-Off Walk Through	Thursday, May 30	4:00 - 7:00 pm	Converge Miami (Dinner provided)
TAP Summer Kick-Off	Monday, June 10	10:00 am - 3:00 pm	TBD
TAP Summer	6-weeks in June and July (Dates TBD)	7:30 am - 3:30 pm	Designated school site & Friday off-campus site
Leadership Team Reflection	End of July	TBD	TBD

Hiring Timeline

First priority deadline: Friday, January 26

Second priority deadline: Friday, February 23

Rolling admissions throughout spring

Compensation

\$7,600 over the spring and summer

Apply

Interested in this position? Apply now by completing [this application](#).

Have Questions?

Feel free to reach out to Jasmine Caln-Micek, Director of Programming at TAP

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