



A+ College Ready Operations Manager Job Description

ABOUT THE POSITION

As a member of the A+ College Ready Operations Team, the Operations Manager is responsible for supporting the planning and execution of multiple training events for Alabama teachers and students. This role is pivotal as A+ College Ready supports middle and high schools to raise academic achievement for all students and to change the trajectory of education in the state of Alabama.

We are looking for someone who is passionate about creating great schools for every child in Alabama. The ideal candidate for this position will be proactive, strategic, collaborative, attuned to details, and committed to continuous improvement.

ABOUT A+ EDUCATION PARTNERSHIP

A+ Education Partnership is building an Alabama where every child has access to a world-class education, regardless of circumstance. Driven by our relentless belief in every child, we partner with educators, communities, and policymakers to advocate for and expand access to a high-quality education so that every student can thrive. Through our core values, A+ works to center students, act with urgency, listen and learn, expect excellence, and prioritize equity.

A+ provides student-centered, research-based information and the tools and training policymakers and educators need to improve educational opportunities for all Alabama students. In addition to statewide advocacy work and the A+ Student VOICES Team, A+ Education Partnership manages two programs, A+ Best Practices Center and A+ College Ready that work in schools directly with educators to provide support and cutting-edge professional learning. Visit our website to learn more: <http://aplusala.org/>

ABOUT A+ COLLEGE READY

A+ College Ready is a passionate team of individuals committed to the mission of our organization. The A+ College Ready staff members believe that the work that we do is our chance to make a lasting impact in schools and communities throughout the state of Alabama. As individuals and corporately, we are lifelong learners and education leaders. We are honored and humbled to have the opportunity to support hundreds of Alabama teachers and school leaders who, in turn, impact the lives of thousands of Alabama students. Our team members come from a variety of backgrounds, have unique skill sets, and offer diverse viewpoints. However, we all share a standard of excellence, hard work, and dedication.



MAJOR RESPONSIBILITIES

The Operations Manager will be based in Birmingham, Alabama, and report to the Director of Training. The major responsibilities include, but are not limited to:

Support of A+ College Ready Training Events

- Prepare for monthly A+ College Ready Team Meetings and other training events in the Birmingham Office, including room setup, meal planning, communication, etc.
- General Office Management/Support for the Birmingham Office, including ordering and managing supplies
- Support the planning and implementation of all A+ College Ready training events, including logistical duties, participant support, training site setup (which may include some lifting), customer service and support, and training site clean-up
- Be available to be physically present at all A+ College Ready training events, some requiring multiple nights away from home
- Manage events associated with Computer Science Training
- Support the Advanced Placement Content Team, including student study sessions and the annual AP Palooza event
- Order, manage, and track all printed materials
- Other duties as assigned

Team and Individual Growth

- Actively engage in full staff gatherings, team meetings, and 1:1 check-ins with your manager
- Support cross-team collaboration, major team projects, and events
- Give real-time, solutions-oriented feedback on organizational initiatives and strategies
- Engage in continuous improvement and learning opportunities through professional development, building team relationships, contributing to new projects/tasks, etc.



SKILLS AND COMPETENCIES

- A deep belief in A+ Education Partnership/A+ College Ready's mission and the potential of every child
- Ability to travel, sometimes overnight, as needed, with reliable transportation
- Bachelor's degree (preferred, but not required)
- Detail-oriented, possesses organizational skills, and can balance multiple projects
- Problem-solving skills and flexibility
- Outstanding verbal and written communication skills
- Strong interpersonal skills and ability to work well with a team, vendors, and school personnel
- Basic knowledge of Google Suite
- Basic technology support and troubleshooting skills (preferred, but not required)

SALARY & BENEFITS

- \$40,000 - \$50,000, depending on experience, education, and qualifications*
- Blue Cross Blue Shield health, dental, & vision insurance is provided at no cost for individual employees (family coverage is available at a cost)
- Two weeks paid vacation in the first year (prorated from start date to calendar year-end); three weeks paid vacation beginning year two
- One week paid end-of-year holiday between Christmas and New Year's
- Funded participation in company retirement plan after one year
- \$100,000 company-funded life insurance and long-term disability insurance
- \$50 cell phone reimbursement monthly

***QUALIFIED INDIVIDUALS, PLEASE APPLY**

Don't check off every box in the requirements listed above? Please apply anyway! A+ Education Partnership is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging. So, if you're excited about this role but your past experience doesn't perfectly align with every qualification in the job description, we encourage you to still consider submitting an application.

A+ Education Partnership is an equal-opportunity employer and will not discriminate, or tolerate discrimination, on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, disability, genetic information, military or veteran status, or any other characteristic protected by applicable law.



HOW TO APPLY

Please submit a letter of interest describing why you are interested in joining our organization and why you feel you are a good fit for this position. In addition, please submit an updated resume that includes references and contact information. Submit these items to resumes@aplusala.org. Submissions will be accepted until December 10, 2024.