

 **LOCATION:** Pathway Academy, Big Spring, Texas

 **REPORTS TO:** Chief Operating Officer

 **SALARY:** Board Approved Pay Scale

ABOUT US

At Pathway Academy, we believe in the transformative power of education and are dedicated to unlocking the immense potential within every learner. Our mission is to cultivate an environment conducive for students to become the best versions of themselves through personal connections, individual instruction and servant leadership.

POSITION OVERVIEW

As an Operations Assistant/Coach at Pathway Academy, you will play a critical role in establishing and maintaining the efficient operation of the school. You will work closely with the school leadership team to develop and implement policies, manage resources, and promote the overall mission of the school. The ideal candidate will support the daily operations of the school and provide coaching and guidance to staff to ensure a smooth and efficient school environment.

KEY RESPONSIBILITIES

- Assist in the development and implementation of school policies and procedures to ensure efficient operations.
- Provide coaching and support to staff in areas such as time management, organization, and workflow improvement.
- Coordinate and oversee the scheduling and logistics of school events, meetings, and activities.
- Oversee the procurement and inventory management of school supplies and resources.
- Support the development and implementation of school safety protocols and emergency preparedness plans.
- Assist with budget planning and financial management, including tracking expenses and preparing reports.
- Serve as a point of contact for vendors, contractors, and external partners.
- Maintain accurate and confidential records in accordance with school policies and state regulations.

- Foster a positive and collaborative school culture by promoting effective communication and teamwork among staff.
- Other duties as assigned to ensure the efficient operation of the school.

QUALIFICATIONS & SKILLS

- High school diploma or equivalent (Associate's or Bachelor's degree preferred).
- Experience in operations, administration, or a related field.
- Strong organizational, communication, and interpersonal skills.
- Proficiency in using office software, including Microsoft Office Suite (Word, Excel, PowerPoint) and project management tools.
- Ability to multitask, prioritize, and manage time effectively in a fast-paced environment.
- Detail-oriented and able to maintain accuracy in record-keeping and data management.
- Excellent problem-solving skills and a proactive approach to challenges.

ADDITIONAL INFORMATION

Pathway Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities.

This job description is not an employment agreement or contract and does not alter your status as an at-will employee. The foregoing statements describe the general purpose and level of work assigned to this position; they are not necessarily an exhaustive list of all responsibilities, duties or skills that may be required. Pathway Academy reserves the right to revise this job description at any time without notice.