



Director of Business Operations & Human Resources

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Benefits

State of SC PEBA health & retirement benefits, paid time off and priority enrollment status for children of employees.

Description

The Director of Business Operations & Human Resources at Riverview Charter School is a key leadership role, working closely with the School Director to oversee the daily operations, human resources, and financial management of the school. This position ensures compliance with federal and state regulations, supports the school's mission, and collaborates with the Leadership Team to foster a positive, inclusive work environment. The Director of Business Operations & Human Resources is also responsible for supervising non-instructional staff, managing school facilities, budget planning, event coordination, safety protocols, and community engagement. Strong leadership, organizational, and communication skills are essential, along with a deep commitment to the school's educational philosophy and values.

Key Responsibilities

Human Resource Leadership: The Director of Business Operations & Human Resources ensures that the school is a professional learning community, and that processes and systems are in place which result in the recruitment, orientation, development, support, evaluation, and retention of a high performing staff.

- Create a collaborative work environment that promotes cohesion and cooperation among all stakeholders.
- Oversee all human resource functions, including recruitment, onboarding, performance evaluations, benefits administration, and payroll processing for both instructional and non-instructional staff.
- Manage all aspects of human resources, including maintaining accurate personnel records, processing payroll, managing employee benefits as the PEBA Benefits Administrator, and ensuring compliance with federal and state laws and school policies.
- Prepares annual employment agreements for faculty and staff, including preference letters.
- Designs and monitors Improvement Plans for non-instructional staff as determined to be necessary by the Leadership Team.
- Approves appropriate professional development requests for non-instructional staff.
- Supports non-instructional staff in day-to-day decisions such as ongoing communication with parents/guardians.
- Counsels and guides non-instructional staff in navigating peer to peer conflicts.

Finance: Supports the Director and Leadership Team in the allocation and equitable use of financial resources to meet instructional goals, ensuring that the school's resources meet the 21st century needs of every classroom



- Collaborate with the Director and Leadership Team in budget preparation, ensuring resources meet the 21st-century needs of every classroom.
- Assists with the compiling and review of monthly financial reports.
- Manage relationships with the school's accountant and auditor, oversee the annual audit, and act as the liaison for all auditing and reporting functions.
- Collaborates with the Leadership team to produce the annual report for the Beaufort County School District.
- Oversee purchasing processes for all instructional and non-instructional materials, ensuring timely payment of invoices and maintaining accurate financial records.
- Communicates with vendors as needed to obtain pricing and availability information, expedite orders and resolve billing discrepancies.
- Ensure proper insurance coverage is maintained.

Strategic Leadership: The Director of Business Operations & Human Resources helps support the vision, mission, core values, and goals of the school by building and implementing support structures that enhance these attributes, and by implementing changes (when needed) that positively affect the environment and culture for teaching and learning.

- Support the school's vision, mission, core values, and goals by building and implementing structures that enhance the educational environment and culture.
- Collaborate with the Leadership Team to plan and coordinate school events such as orientations, assemblies, and community engagement activities.
- Develops and maintains a network of community contacts to benefit the school's programs and services.
- Actively encourages, develops, and supports the learning community by maintaining high visibility and devoting considerable time interacting with students, families, staff and the community.
- Participate in ongoing professional development and lead professional development activities for non-instructional staff.

Managerial Leadership: The Director of Business Operations & Human Resources ensures that the school has effective processes in place for problem-solving, communicating expectations among all stakeholders and ensuring that the school has sufficient resources needed to meet the 21st century needs of every classroom. Effectively and efficiently managing the complexity of day-to-day life is critical for staff to be able to focus its energy on teaching, learning and improvement.

- Develop, implement, and monitor school policies, procedures, and systems to ensure efficiency and compliance with federal and state laws.
- Foster respect for diversity and address the developmental needs of all students.
- Oversee school operations, including safety protocols, transportation, volunteer coordination, and afterschool programs.
- Collaborate with the Facilities Coordinator to ensure a safe, orderly, and well-maintained environment for teaching and learning.



Operations: Oversees the school's operations and communications to ensure that these attributes proactively develop relationships of good will and build a collective sense of well-being that positively affects student achievement.

- Set clear expectations for interpersonal interactions among non-instructional staff, students, faculty, and the community.
- Leads drills and other functions related to the safety of students and personnel including, but not limited to: Fire Drills, Fire Inspections, Lock Down Drills, Weather Drills, arrival/dismissal procedures and completion of mandatory paperwork through SC Labor Licensing & Regulations.
- Maintain the school calendar and oversee website updates in collaboration with the Chief Information Officer.
- Oversees transportation services.
- Oversees the recruitment and scheduling of volunteers and substitutes.
- Support the Tidewatch Director and Food Services Manager in developing and implementing programs consistent with the school's mission.
- Promote responsibility and pride among faculty, staff, and students for the stewardship of school facilities.
- Assists the Facilities Manager in preparing and maintaining a safe and orderly environment for teaching and learning
- Performs other duties as requested by the Director.

Qualifications

- Minimum of 3-5 years of progressive experience in operations management, preferably with experience in human resources, financial management, or school operations.
- B.A. in a relevant field or equivalent experience, ideally in human resources, financial management, or operational management.
- Proficiency in Microsoft Office, particularly Excel.
- Demonstrated ability to manage budgets, timelines, and multiple projects with strong project management skills, including organizing, prioritizing, and meeting deadlines.
- Excellent problem-solving abilities, with the capacity to work independently and as part of a team.
- Exemplary oral and written communication skills, with a proven track record of initiating contacts and building positive relationships.
- High level of discretion and confidentiality.
- Experience as a Benefits Administrator is a plus.