

HOWARD GARDNER MULTIPLE INTELLIGENCE (MI) CHARTER SCHOOL

Job Title: Executive Director of Integrated School Operations

Reports to: CEO

Exempt: Full-time, 12 month position

Position Overview

The Executive Director of Integrated School Operations is a senior leader responsible for ensuring efficient, compliant, and student-centered operations aligned with the charter, performance framework, and Pennsylvania Department of Education (PDE) requirements. This role oversees IT, grants, facilities, student discipline, and core operational systems, ensuring audit readiness, regulatory compliance, and a safe, supportive school environment.

Core Responsibilities

Operational Leadership & Charter Alignment

Partner with the CEO to implement charter, strategic plan, and performance goals

Develop systems that support student achievement and organizational sustainability

Ensure readiness for charter renewal, site visits, and authorizer evaluations

Compliance & Audit Readiness

Ensure compliance with federal, state, and local regulations

Support audits and monitoring reviews (financial, enrollment, federal programs)

Maintain documentation, reporting systems, and records management protocols

Serve as Agency Open Records Officer and oversee Right-to-Know responses

Information Technology & Data Systems

Oversee IT infrastructure, student information systems, and vendor performance

Ensure data accuracy, cybersecurity, and FERPA compliance

Maintain continuity of operations for all technology systems

Grant Administration (Federal Programs)

Monitor Title I, II, IV, and other grants in compliance with 2 CFR Part 200

Monitor budgets, allowable expenditures, and reporting timelines

Coordinate with Business Manager and Principal (Federal Programs Coordinator) on

internal controls and supplement-not-supplant

Facilities, Safety & Emergency Preparedness

Oversee facilities operations, maintenance, and contracts

Ensure compliance with safety regulations, inspections, and drills

Lead emergency planning and school safety protocols

Student Discipline & School Climate

Supervise Dean of Students and implementation of Code of Conduct

Ensure equitable, legally compliant discipline practices

Oversee Safe Schools reporting and analyze data to improve climate

Operations & Data Reporting

Oversee enrollment systems, records management, and residency verification

Ensure accurate and timely PIMS reporting (enrollment, attendance, discipline)

Coordinate district billing and transportation systems in alignment with requirements

Staff Leadership

Supervise, evaluate, and develop direct reports

Build staff capacity in compliance, systems, and student support

Foster a culture of accountability, professionalism, and continuous improvement

Qualifications

Bachelor's degree required; Master's preferred (Educational Leadership, Public Administration, or related field)

3–5 years of leadership experience, preferably in a PA charter or public school

Knowledge of PDE requirements, compliance systems, and school operations

Experience with federal programs, audits, and accountability systems preferred

Core Competencies

Operational leadership and strategic execution

Regulatory compliance and risk management

Data systems and analytical decision-making

Team leadership and performance management

