



Charter Operations Partner Position Announcement

English | En Español

FLSA Status: Full Time, Salaried, Exempt

Salary Range: \$60-\$80k

Hiring Partner: Daniela Vasan

Ideal Start Date: March 2021

Minnesota Wildflower Montessori School (MWMS, 4265-07) seeks a **Charter Operations Partner** to support charter wide operations and compliance needs. As an MWMS Partner, you will take on charter-wide roles to support a network of decentralized, interconnected, micro-Montessori school sites led by Teacher Leader Partners.

In this position, you will draw on tools and resources from peer Teacher Leaders and Partners across the Wildflower network. Ideally, you see yourself as a logistics mover and shaker, working well independently and as part of a team, a creative problem-solver, people-oriented, organized, and passionate about supporting educators in their pursuit of racial equity and child-centered education.

Purpose

The following job description establishes the base level essential duties and responsibilities for the Operations Partner position at Minnesota Wildflower Montessori School (MWMS). The person holding this role will hold leadership and decision-making authority for the charter support program area as defined by the Roles & Responsibilities process.

Essential Responsibilities

- Contributes to the growth and development of the charter support program by supporting an open and effective work culture in which all Partners build trust, rely on each other, embrace conflict and collectively work towards the shared purpose of the charter.
- Operating under, and working to continuously improve, [MWMS and School Site Policies & Plans](#)
- Coordinates reporting requirements by maintaining a reporting schedule and makes transparent to Teacher Leaders and stakeholders in alignment with the authorizer contract and applicable law.
- Identifies and elevates potential areas of compliance vulnerability and risk to Teacher Leaders and Partners in the charter support program.
- Recommends and coordinates resources as needed to help bring schools into and maintain compliance with applicable federal, state and local laws.
- Remains current with all relevant regulations and external partner requirements.
- Manages the input and retrieval of all data and information pertaining to essential records and files, including personnel records, student data reporting, and charterwide organizational files.
- Coordinates the preparation of charterwide reports to the authorizer, Minnesota Department of Education, and other agencies as directed.

MWMS is a growing charter school community composed of **Cosmos Montessori, Lirio Montessori, and Water Lily Montessori** school site locations across the Twin Cities.

MWMS is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable. All qualified candidates are encouraged to apply.



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- Actively engages in self-guided growth and learning journey. At least once annually, Partners must submit a performance evaluation meeting the MN Statutes 124E.12 subd. 1 and 2.

Minimum Qualifications

- Bachelor's degree **or** equivalent training or work experience
- Track record of building strong systems and processes
- Experience in back office administration, with preference for direct charter school experience

Preferred Attitude, Knowledge, and Skills

- Innovative leadership – Your default mode is “yes.” You are flexible, open-minded, see opportunity in obstacles, and are energized by using creativity and resourcefulness to create new ways of leading the business of schools.
- Generosity of spirit – You live with kindness, work gently with others and practice gratitude. You seek advice openly and are comfortable working in a non-hierarchical organization. You maintain trust through transparency and direct communication.
- A desire to learn and grow – You are eager to stretch beyond your current experience, to develop new skills and expertise and to more deeply explore your purpose and potential. You believe in hard work and humility.
- Data Reporting Systems – You have charter school experience and thrive in the complexity of compliance and regulatory reporting.
- Detail-oriented organization skills – Crossing every “t” and dotting every “i” is your natural disposition – you thrive on creating processes and systems, and engaging others in using those systems to make the everyday operations of a school easier and more streamlined.
- Passion for Equity-Centered Montessori – You are actively engaged in personal equity work and have experience working with and supporting BIPOC leaders. You are eager to increase access to Montessori to families in the Twin Cities and to support neighborhood nested school communities.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. All duties and responsibilities are essential functions to be performed in a typical office or work from home environment and are subject to possible modification to reasonably accommodate individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Minnesota Wildflower Montessori School (MWMS) is an affiliate of The Wildflower Foundation, and a public charter school authorized by Osprey Wilds. Please visit the [MWMS website](#) to learn more about our school.

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