PROVIDENT
CHARTER SCHOOLS

Position vacancy announcement

Title: Chief Operating Officer
Reports to: Chief Executive Officer
Anticipated Start Date: January 1, 2027
Location: PCS Central and PCS West

About our schools

Provident Charter School (PCS) Central in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing and sequencing. PCS Central opened at the start of the 2016-2017 and has students in Grades 2-8. Located on the city's North Shore, the school enrolls about 330 students from over 42 districts in the Pittsburgh area. A second location, PCS West, opened in Baden, PA for the 2023-2024 school year. PCS West has students enrolled in grades 1-7 from Beaver County and surrounding areas. Over the next two years, the school will increase its capacity to serve over 360 students in Grades 1-8.

About this position

The COO is responsible for providing overall leadership, direction and hands-on management for many non-instructional operations within the organization. The COO ensures that the school's infrastructure, financial health, facilities, technology, and compliance systems operate efficiently. As a key member of the executive team, the COO scales operations across multiple campuses while ensuring adherence to state charter regulations and authorizer requirements. They will work closely with the CEO, Board of Directors, and senior management team as a valued partner to advance organizational effectiveness across the school community.

Additionally, the COO will engage in strategic planning, in close coordination with the senior leadership team and board of directors, and provide oversight to various departments within the organization to support growth. Servant leadership will be instrumental to support and maintain a high functioning team.

Required Qualifications

1. Bachelor's Degree in related Business Administration, Facilities or Operations Management, Finance, or related field. Master's Degree preferred.
2. Minimum 5 years' experience of operational management experience, with at least 2 years in a senior leadership role.
3. Prior experience in high level oversight and hands-on execution.
4. Demonstrated experience with project management.
5. Superior analytical and problem-solving capabilities.
6. Excellent organizational and leadership skills.
7. Excellent verbal and written communication skills, with the ability to effectively communicate complex information to a variety of audiences.
8. High emotional intelligence and an ability to be a natural convener of teams.
9. Ability and means to travel to external appointments on a flexible schedule as needed.

Professional Responsibilities
The COO owns everything required to make the physical space of each campus function optimally, including: facilities, real estate operations, construction, maintenance, transportation, food service operations, security, emergency management, procurement, school opening logistics, technology infrastructure, vendor management, and administrative systems.

1. Oversee all facility maintenance, custodial services, and safety protocols across each campus.
2. Develop and test comprehensive school safety, emergency preparedness, and crisis management plans.
3. Communicate strategy, logistics, policies and procedures to employees to maximize efficiency, maintain high staff engagement and help all staff understand their critical role to our success.
4. Lead short-term and long-term capital improvement, facility acquisition, or renovation projects.
5. Manage relationships with community stakeholders as well as contractors and facility vendors.
6. Manage procurement policies, inventory controls, and vendor contract negotiations to maximize cost-efficiency and ensure compliance.
7. Evaluates departmental and program needs and makes recommendations for budget, equipment, space and other needs in a fiscally responsible manner.
8. Supervise IT infrastructure, including device management, and network security.
9. Manage care and maintenance of PCS owned van and oversee student arrival/dismissal logistics to ensure safety and compliance.
10. Supervise individuals within departments that include, but may not be limited to, facility, security, and cafeteria.
11. Provide regular reports to the CEO, Board of Directors, and other stakeholders on the organization's performance and progress towards goals and objectives.
12. Other duties as assigned.

Terms of Employment: 12 month (260 day) position.
Evaluation: Performance of this job will be evaluated by the Chief Executive Officer.
Salary and benefits

- Starting salary is $110,000 and is commensurate with experience.
- Employer paid retirement contribution matching 10% of salary.
- Employer paid dental, vision, and life insurance benefits.
- Generous time off including all school holidays and breaks.
- Employer paid wellness program.
- Significant employer contribution toward health insurance.
- Free lunch for staff members while students are in session.

How to Apply
Interested candidates should email a cover letter & resume to Elizabeth Swartz, Director of Human Resources at eswartz@providentcharterschool.org.

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.