



## Director of Operations

**Location:** Colorado High School Charter – Central Office (Denver, CO)

**Position Type:** Full-Time, (Primarily In-Person with Some Remote Flexibility)

**Start Date:** June 2, 2025

**Reports to:** Executive Director

**Salary Range:** \$80,000–\$120,000, commensurate with experience

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### About Colorado High School Charter

Colorado High School Charter (CHSC) is transforming the alternative education experience by igniting the potential within each of the diverse young people we serve. With two campuses serving high school and GED students in Denver, we provide personalized learning pathways, deep support systems, and meaningful opportunities for students who are often over-age and under-credited. CHSC is mission-driven, equity-focused, and relentlessly student-centered.

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### Position Overview

The **Director of Operations** is a critical member of CHSC's small and nimble central office team, responsible for leading all non-instructional operations across both the **GES** and **Osage** campuses. This highly autonomous, service-oriented role ensures that CHSC's systems, infrastructure, and operational practices empower staff and students to thrive.

With a broad scope that includes **human resources, facilities, marketing, transportation, compliance, and school operations systems**, the Director of Operations is both a strategic planner and a hands-on executor. The ideal candidate brings strong systems thinking, attention to detail, and a collaborative mindset — and is excited to support a fast-moving organization that is evolving and growing quickly.

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## Key Responsibilities

### Human Resources

- Create an environment that empowers CHSC staff to thrive by building systems grounded in equity, transparency, and trust.
- Evaluate and recommend employee health and benefit options; assist staff in understanding and navigating benefit offerings.
- Develop and maintain salary scales and the methodology for role placement across the organization.
- Post job openings, screen candidates, and support hiring managers with interview logistics.
- Refine and maintain hiring and onboarding processes to ensure efficiency, compliance, and a welcoming staff experience.
- Serve as **Title IX Coordinator or Investigator** and provide guidance on employee relations and performance management systems (including PIPs).

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### Marketing & Communications

- Develop and execute a **mission-aligned marketing plan** that supports brand awareness and student recruitment.
- Create and maintain clear systems for website, social media, and digital communications management.
- Assist school leaders in developing student recruitment materials and visual assets.
- Collaborate occasionally on grant writing efforts and maintain awareness of grant compliance, especially related to purchasing and reporting.

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## Facilities Management

- Design and manage systems for addressing facility needs, repairs, and upgrades at both campuses.
- Track and manage building access systems, including alarms, keys and key cards.
- Coordinate and maintain compliance for all required inspections and safety systems.

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## Transportation Oversight

- Track maintenance, insurance, and safety documentation for CHSC's vehicle fleet.
- Create and manage the certification process for staff to become approved drivers.

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## Systems, Calendars & Compliance

- Identify inefficiencies and implement systems improvements that increase clarity, reduce redundancy, and improve service delivery.
  - Create and maintain calendars, logs, and planning tools to track **key operational deadlines**, safety requirements, and recurring tasks.
  - Ensure operational compliance across a variety of domains (e.g., HR, facilities, transportation, grant purchasing) in coordination with campus leaders and central office staff.
  - Manage subscription and vendor renewals
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## Staff Recognition & Culture

- Lead the planning of organization-wide events such as holiday parties, retirement celebrations, and milestone recognitions.
  - Partner with school leaders and the Executive Director to identify **new and creative ways to celebrate staff** contributions and foster a positive adult culture.
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## Strategic Planning & Expansion Support

- Support the Executive Director in researching and evaluating potential school expansion opportunities, including facilities, zoning, partnerships, and cost modeling.
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## Qualifications

### Required:

- 5+ years of professional experience in operations, human resources, nonprofit management, or similar roles
- Excellent project management, organizational, and communication skills
- Demonstrated success creating systems and managing multiple high-stakes priorities independently
- Familiarity with HR compliance and employment practices
- Deep belief in CHSC's mission and a strong commitment to equity and service

### Preferred:

- Experience working in education, charter schools, or mission-driven nonprofits

- Familiarity with HRIS systems, vendor management, or grant compliance
  - Spanish/English bilingual
  - HR or operations certifications
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## **What We Offer**

- A close-knit, mission-driven team with an unwavering commitment to student success
  - Opportunities to shape the operational foundation of a growing organization
  - A voice in organizational strategy and culture
  - Competitive compensation and comprehensive benefits
  - Flexible work arrangements with a focus on sustainability and balance
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## **To Apply**

Please submit your resume and cover letter to [ccallahan@chscharter.org](mailto:ccallahan@chscharter.org). Applications will be reviewed on a rolling basis.