



May 2025

Operations Coordinator / Manager

Join a positive, collaborative school community! Apply your superior organizational skills, unwavering accountability, flexible mindset, and humility to do what it takes to support superior school operations every day. Work directly with Acera's management team to assure that all facets of our operations run smoothly. Assure Acera continues to be a place where kids can become their best selves, in a culture of freedom and joyful learning!

Acera School Mission

Acera is a K-9 independent school serving gifted kids in greater Boston. At Acera, students explore and learn at a pace appropriate to each child's unique motivation and potential, not their age. Our culture is not about pressure to achieve; it is about freedom to thrive. Become part of a vibrant community, where 93% of students like or love coming to school every day. We support our students' innate curiosity and love of learning. Through developing EQ, complex and creative thinking skills, and systems awareness, we develop thinkers and innovators who will be able to make positive change in our world.

Acera: The Massachusetts School of Science, Creativity and Leadership
5 Lowell Avenue, Winchester, MA 01890 (8 miles north of Boston)

Key Responsibilities

Daily Operations of the School

- Ensure seamless day-to-day operations across core school and enrichment programs
- Oversee and coordinate school dismissal processes and daily substitute coverage
- Provide immediate, thoughtful responses to logistical and operational issues as they arise
- Assure organization and clear shared space use protocols around storage, supplies use, and strong physical plant appearance
- Flexibly dive in to any issue which emerges to solve problems you see, proactively and responsively
- Have excellent presence, appropriate boundaries, and great rapport with students and staff

Project Management of School Initiatives

- Support all school events by managing setup, staffing, parking, and breakdown
- Plan, execute, and communicate field trip logistics, including transportation and permissions

Business Office Support

- Assure all norms are followed and updated as needed
- Support accounting, systems use, and efficient ordering and use of supplies

Collaborate with the Management Team & Add Help As Needed

- Maintain a visible, problem-solving presence on campus to support students, staff, and parents



- Assist the Head of School with administrative and operational tasks as needed
- Uphold and reinforce Acera's culture of kindness, transparency, empowerment, and joyful learning

Communication and Support of Staff and Collaboration Meetings

- Maintain open lines of communication, staff weekly newsletter, email communications regarding operational reminders across the wider community.
- Collaborate with the management team to coordinate staff meeting and collaboration topics and times, with clear purpose, agenda, next steps planning, and follow up.
- Collaborate to ensure meetings are purpose-driven and aligned with the school's priorities, while honoring and supporting teachers' goals for learning, growth, and professional development

Qualifications

- Proven experience in operations, logistics, or administrative management, preferably in a school or nonprofit setting.
- Bachelor's degree preferred.
- Strong technology and computer use skills in google suite including google calendar.
- Relevant work experience.
- Exceptionally strong spoken and written communication and interpersonal skills.
- Demonstrated ability to understand complex subjects, distill them, and then communicate them to varied audiences.
- Exceptional organizational skills with the ability to manage multiple priorities, anticipate needs, and respond effectively in a dynamic environment.
- Hands-on experience in vendor coordination, maintenance scheduling, safety protocols, and event setup/logistics in a school or similar environment.
- A passion for education and belief in every child's potential to become their best self.

Attributes-You are...

- Energetic and proactive, with excellent organizational and communication skills
- Flexible and creative, able to adapt to evolving needs with grace and good humor
- Calm and confident in managing logistics, solving problems, and resolving conflicts
- Skilled at balancing big-picture systems thinking with attention to day-to-day details
- Collaborative and kind, committed to supporting a mission-driven school community
- Willing and able to flex your schedule as needed to meet the dynamic needs of the school

Salary & Benefits

\$70,000- \$80,000 depending on experience, with health care benefits, year round. Federal/State holidays off, and 6 weeks vacation (two weeks in December, 4 other weeks tbd at mutually convenient times per coordination with Mgmt team).

**Application**

Please submit a cover letter and resume, along with a brief statement outlining your approach to operational leadership, your philosophy on supporting a thriving school environment, and any relevant experience or training in independent or gifted education settings and compensation expectations to hiring@Aceraschool.org

Anticipated start date: As soon as possible; availability prior to July 1 preferred.

Equal Opportunity Employer

Acera is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws.

Conditions of Offer

All offers of employment are contingent upon CORI, SORI and fingerprint-based background checks, as required by the laws of the Commonwealth of Massachusetts. Under the Immigration Reform and Control Act (IRCA), our company is required to verify the identity and work authorization of all newly hired employees. Therefore, if you accept this position, you will be required to complete a Form I-9 upon hire. Within 3 days of beginning employment, you will need to supply acceptable documentation days of beginning employment, you will need to supply acceptable documentation (as noted on the Form I-9) of your identity and work authorization.