



**Title:** Associate Operations Manager  
**Location:** Remote work (Must be based in CA)

**Start Date:** Flexible

### Summary

MeasureED is looking for a passionate and effective educator with school operations experience to join a small consulting team as an Associate Operations Manager. You will work with and be mentored by experienced team members to organize the delivery of professional services remotely to school administrators and teachers across the nation. Our services are focused on student information systems that impact student outcomes and requires the transformation of school operations to succeed.

The Associate Operations Manager will be expected to act as a central contract within our team that will manage and align shared team resources with the delivery of service across our entire portfolio of schools. The expectation is that you will grow from an efficiency-driven “Shared Service Center” that supports the team with common processes and tasks into a strategically-oriented “Center of Excellence” that supports the continuous improvement of the impact we make. The right candidate will transition from a learning role to a teaching role very quickly and should love both.

### Essential Duties and Responsibilities

Duties include the following (other duties may be assigned):

- Being the operational standard bearer of the “MeasureED” way.
- Breaking down complex systems into actionable tasks and standard operating procedures.
- Onboarding of new clients to the MeasureED portfolio.
- Relentlessly prioritizing tasks across our entire family of schools.
- Aligning day-to-day team operations to MeasureED’s strategic objectives
- Working with the entire team to continuously improve internal systems.
- Serving as a backup resource for any of the schools in our portfolio.

### Job Requirements

- 3 years of school operations experience or other relevant education experience.
- Proficient in Microsoft Excel and macOS.

### Ideal Candidate Attributes

- You are ready to impact education. (We believe in a higher purpose)
- You love to teach. (We teach schools to fish)
- You come ready to learn. (We are continuously improving)
- You are a people person. (We serve personalities of all types)
- You have a bias towards action. (We are very hands on and value outcomes)
- You can find peace in ambiguity. (We facilitate change)
- You dream of spreadsheets. (We love Excel and sometimes Google Sheets)
- You know yourself. (We all have strengths AND weaknesses)

### Application details

To apply, submit your resume and a cover letter describing why this position is a good fit for you to [jobopportunity@measureeducation.com](mailto:jobopportunity@measureeducation.com).



### **About Measure Education**

Measure Education is a team of educators that work with schools across the nation to improve their operations and student outcomes through transformational projects focused on the management of data. Our team works with school leadership to bridge the gap between what information system vendors build and the outcomes that schools aim to achieve with them.

***We make school data manageable.***

### **Our Core Ideology**

Our purpose: Measure Education aims to continuously improve outcomes for students.

We value:

- Success through outcomes
- People centric systems
- Passionate and effective teaching
- Lifelong Learning