VISTA Assignment Description (VAD)

Title: School Operations Specialist

Sponsoring Organization: The Oaks Academy
Project Name: Breaking the Cycle of Poverty by Building Relationships both
Project Number: 14VSNIN005
Project Period: 05/26/2019 - 05/23/2020

Site Name (if applicable):

Focus Area(s)
Primary: Education
Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: The goal of The Oaks Academy's AmeriCorps VISTA project is to engage capacity-building VISTA members that will help us serve our low-income students in the struggling Indianapolis communities. With VISTA support, The Oaks will inform low-income students about school options, provide them with a quality school environment, and identify donors to fund scholarships to support them. VISTAs will help to develop systems and policies that encourage the sustainability of the school's mission.

Objective of the Assignment ***(Period of Performance: 08/03/2020 – 08/02/2021)***

Become familiar with The Oaks Academy.

Member Activity: Meet with key staff members (specifically school leadership) to learn about the organization's history, founding, core values, educational philosophy, and other distinctive mission characteristics.

Member Activity: Participate in or observe school-wide functions such as classroom observation, faculty training/orientation.

Member Activity: Participate in operations team activities, including departmental meetings.

Member Activity: Review collateral materials, including brochures, core values, website, and operations-related manuals and documents.

Member Activity: Meet with supervisor weekly to discuss learnings, ask questions, and prioritize member activities.

Objective of the Assignment ***(Period of Performance: 08/03/2020 – 08/02/2021)***

Assist with modernizing The Oaks operations systems by streamlining documents and accessibility related to safety and facilities.

Member Activity: Research and cross-reference safety and code regulations as they pertain to schools, such as the Indiana Department of Education, general best practices, facilities management.

Member Activity: Work with supervisor to create a system to develop consistent policies and procedures across the schools, considering all regulations.

Member Activity: Work with supervisor to create user-friendly policy documents and materials for classrooms and end users that are easily managed, updated and distributed.

Member Activity: Assist with the development of training and onboarding facilities staff based on research of best practices and current Oaks onboarding efforts.

Objective of the Assignment ***(Period of Performance: 08/03/2020 – 08/02/2021)***

Assist with streamlining inventory management to allow The Oaks to make better use of resources.

Member Activity: Learn Oaks Academy business practices as they relate to inventory through review of current procedures and working alongside the operations team.

Member Activity: Research inventory management systems of similar organizations to determine and suggest what may be the best solution for The Oaks.

Member Activity: Work with supervisor to begin implementation of the best inventory management system through the development of guidance and documentation.

Objective of the Assignment ***(Period of Performance: 08/03/2020 – 08/02/2021)***

Assist with streamlining vendor communications and relationships to allow The Oaks to make better use of resources.

Member Activity: Learn about current Oaks Academy vendor management through review of current procedures and working alongside the operations team.

Member Activity: Research vendor communications and relationship management for similar organizations to determine and suggest what may be the best solution for The Oaks.

Member Activity: Work with supervisor to develop and implement a streamlined purchasing process for facilities and vendors.

Member Activity: Assist with creating a sustainable system for tracking contracts, warranties, historical building modifications, and care procedures for facilities.

Objective of the Assignment ***(Period of Performance: 08/03/2020 – 08/02/2021)***

Ensure the sustainability of VISTA efforts beyond the term of service.

Member Activity: Document and organize all research, recommendations, and ideas

Member Activity: Transfer all files and assets to the supervisor and document the location of all files crucial for consistency/transition purposes.

Member Activity: Coordinate final reporting with the supervisor.