



Be the Backbone of Innovation in Education Head of School Operations at Telra Institute

At Telra Institute, we're not just running a school system; we're on a mission to revolutionize education. Based in Charlotte, NC, we're challenging conventional thinking about what students can achieve, and we need builders—trailblazers ready to roll up their sleeves, solve big problems, and help us grow something extraordinary.

If you're the kind of leader who thrives on impact, who sees opportunity in every challenge, and who is ready to build a legacy in education, this is your calling.

What You'll Own - As Head of School Operations, you'll be the operational architect ensuring every non-academic piece of our school system works flawlessly. Reporting directly to our CEO, you'll lead these mission-critical domains:

- Student Information: Build seamless systems for registration, enrollment, and attendance tracking.
- Front Office Leadership: Make our front office a hub of excellence and connection.
- Facilities Mastery: Create environments where learning thrives—clean, safe, and inspiring.
- Safety First: Develop protocols and systems to protect every student and staff member.
- Transportation Logistics: Ensure smooth arrivals and dismissals every single day.
- Nutrition Strategy: Oversee efficient, compliant, and student-friendly lunch operations.
- Procurement Genius: Source what we need, when we need it, at the best value.
- Event Execution: Plan, organize, and execute experiences that bring our community together.
- Endless Growth: As we expand, so will your role. Your unique talents will shape what's next.

What It Takes - This isn't just a job—it's a platform to drive real change. Here's what you'll need to succeed:

- Builder's Mentality: Solve problems, seize opportunities, and make things happen.
- Next-Level Organization: Nothing falls through the cracks on your watch.
- Agility in Action: Pivot fast, learn faster, and keep moving forward.
- Big Picture + Small Details: You see the forest and the trees—and thrive managing both.
- Tech Savvy: Excel, Word, Email, Teams, or a new platform? No problem.
- Visionary Leadership: Inspire teams and build a culture of excellence and possibility.
- Relentless Standards: Good isn't good enough. Excellence is your baseline.
- Mission Alignment: You're here because you believe in what we're building.

What's in It for You

- Impact: Be part of something bigger—changing how the world thinks about education.
- Growth: This role will challenge you, stretch you, and help you build the career of your dreams.
- Compensation: Competitive salary + performance bonuses to reward excellence.
- Benefits:
 - 401(k) & 403(b) plans
 - Health, dental, vision, and life insurance
 - 5 weeks of personal time off—because rest fuels greatness.
- Team: Join a passionate group of innovators who are in it to win it.

Who We're Looking For - You don't need to have worked in schools before—but you need the drive, skill, and mindset to make big things happen. A Bachelor's degree is required. Beyond that, we care most about what you can do and how you lead.

Ready to Build the Future? - Telra Institute is an Equal Opportunity Employer. If this sounds like the challenge you've been waiting for, don't wait. Visit telra.org to apply and start building something extraordinary with us.