

Kenya Williams



Authorized to work in the US for any employer

Work Experience

Director of Charter Operations

Caliber Public Schools - Vallejo, CA

August 2018 to Present

- Responsible for management and coordination of K-8 Charter School Operations. Work with school leaders to coordinate, plan and implement school systems.
- Managing all school site operations - hiring and managing the work and performance of front office, food service, and custodial staff
- Managing the procurement and inventory of school supplies and equipment, operational vendors (e.g., food service, maintenance, custodial, etc.) to ensure compliance with the school's needs.
- Coordinating and host on-campus and off-campus events, including field trips and site visits from outside agencies, donors, etc.
- Managing the family portal and annual student application process - collecting and tracking student applications, overseeing the lottery process, managing the waitlist, and communicating regularly with families.
- Implementing and managing communication systems with families (e.g. website, social networking, newsletters, mailings, flyers)
- Overseeing school operations budget and finances.
- Compliance of cumulative records, board meetings, students information systems
- Maintain and troubleshoot school equipment, including, copy machines, printers, fax machines and scanners
- Complete and submit expense reports and reimbursement requests. Track and audit teacher and department budget and expenditures
- Project Manager for Charter Renewal and Charter Petitions.

Director of Operations

Richmond College Prep - Richmond, CA

August 2012 to July 2018

- Responsible for collection, timely submission and full compliance of student and staff data that result in school funding - Cal pads, Powerschool, CBEDS, LCFF and Civil Rights Data
- Process all business invoices including payments, independent contractors, staff payroll and reimbursements
- Work directly with CEO and Board of Directors on business matters including attend all Board meetings, create agendas and minutes, and work with stakeholders and benefactors.
- Work closely with WCCUSD, CDE and County for all mandatory data submission including Charter Petition/Renewal, LCAP, School Site Plan, SARC

- Member and coordinator for family engagement activities such as school site council, parent meetings, class volunteers and tutors.
- CELDT/ELPAC Coordinator - testing supply management, student results, attend training. Work with staff on reclassification with ELD staff and teachers
- Direct support staff - supply orders, field trips, transportation, school visits, curriculum, training and substitute fulfillment
- Technology Coordinator - worked with team to create new website, order and maintenance of classroom 1:1 Chromebooks, internet connections and troubleshooting, ERATE Coordinator
- Child Nutrition Coordinator for submission and reimbursement for Free and Reduced lunches. Working closely with meal vendors and train staff on compliance and data collection

Admissions Coordinator

Education Unlimited - Berkeley, CA

June 2006 to August 2012

- Coordinate application process for high volume summer programs, including Public Speaking Institute, Sally Ride Science Camp and College Tours
- Manage student enrollment, financial records and database
- Provide online, email and personal customer service for all student and parent applicants
- Conduct interviews with applicants for summer camp staff positions
- Participate in outreach events at High Schools, Universities and conferences
- Developing and implementing both email and direct mail marketing campaigns

Education

Bachelor's

Howard University - Washington, DC

Skills

- Team Lead
- Operation
- Project Management
- Microsoft Office