



Job Description

Director of Operations Job Description and Responsibilities

Job Title: Director of Operations – Assistant to Head of School

Reports to: Head of School

Direct Reports: Business Office Manager, HR Director, IT Director, Facilities Supervisor, Payroll Manager, Lunchroom Supervisor, Health Office, Office Manager

Spiritual Characteristics

- Biblically-grounded, disciple of Christ who is a God-glorifying, spirit-led worshipper
- Displays a genuine interest in pursuing spiritual growth
- Humble, wise, and discerning, being ever mindful of the Christian worldview
- Believer possessing self-awareness and integrity, faithfully serving as a biblical role model

Professional Characteristics

- Passionate and enthusiastic about Christian education, professional expertise, and personal growth, as well as Legacy community as a whole
- Intentional about their quest for excellence as well as for continuous improvement in his or her areas of leadership
- Highly responsive to staff, students, and parents in order to promote the individual growth and healthy development of staff under his or her direction, and students as unique physical, intellectual, spiritual, emotional, and relational beings
- Lives out the Legacy Characteristics of Professional Excellence

Personal Characteristics

- Hopeful, optimistic, and graceful in their relationships and interactions with peers, colleagues, students, and families
- Supportive, nurturing, mentoring, consistent, and empathetic mindset with respect to their professional and student relationships
- Effective and clear communicator as well as active listener
- Servant leader in heart and attitude

Summary

Responsible to the Head of School for providing the leadership and management around the school's operating budget and responsible for the supervision, coordination, and

administration of the school's Business Office and school operations. This includes, but is not limited to planning, budgeting, financial management, legal and risk management, cash management, facility management, campus maintenance, information technology, food services, Health Office, School Office, and Human Resources. Serves on the school Leadership Team and works closely with the Head of School to fulfill Legacy's mission and strategic plan.

Supervisory Responsibilities

Directly supervises 10 employees. Is responsible for the overall direction, coordination, and evaluation of these employees and their areas of oversight. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; goal setting, strategic planning, assigning, and directing work; evaluating performance; affirming and disciplining employees; addressing complaints and resolving problems.

Essential Duties and Responsibilities include the following. Other duties may be assigned by the Head of School.

- In conjunction with the Head of School, prepares the annual budget and estimates operating expense and income
- In conjunction with the Head of School, develops the school's long range financial plan and develops ways in which financial requirements can be satisfied
- Tracks yearly data for the areas of oversight and makes conclusive data analysis to share with the Leadership Team
- With the support of the Tuition and Accounts Payable Manager, directs control of the school's budget upon its approval including collection, disbursement, and auditing of funds
- Working with the Tuition and Accounts Payable Manager and Legacy's CPA, provides monthly, quarterly, and yearly financial spreadsheets reporting directly to the Head of School
- Working with the Tuition and Accounts Payable Manager and Legacy's CPA, responsible for monthly budget reports to department heads and assists in budget planning and controls
- Is a leading member of the Financial Aid Committee
- Insures all expenditures are within the approved budget and approves school's expenditures
- With support from the Tuition and Accounts Payable Manager, is responsible for oversight on the school's accounts receivable and collection of aged accounts receivable
- With support from the Director of Facilities, ensures the preparation and monitoring of the long-term furniture, fixtures, and equipment (FFE or deferred maintenance)
- Working with the Director of Facilities, oversees the facility maintenance and cleaning of the building
- Develop and implement school-wide non-instructional systems and procedures that ensure operational excellence within the school

- Responsible for managing, in conjunction with the Head of School and HR Director, the institutional risk to ensure the safety of personnel and students in their use of facilities; implementing appropriate safety policies
- Responsible for oversight, with support of the IT Director, regarding the school's technology needs, network, and academic technology vision
- Responsible for awareness and knowledge of changes in State and Federal regulations affecting independent schools
- Responsible for supervising the school's transportation needs and manage the procurement of appropriate school owned/leased transportation assets
- Working with the HR Director, is responsible for supervising and managing the human resources functions including employee benefits, writing, implementing, and maintaining appropriate personnel policies, files, and handbooks
- Works in conjunction with administration and HR Director regarding staff personnel issues
- Ensures a welcoming, customer service focused School Office
- Working with the Facilities and IT Directors, ensures proper safety protocol, procedures, and equipment is in place
- Oversees the Health Office and food service personnel and programs to offer great services to Legacy students and parents

Education/Experience

- Bachelor's degree of related subject from accredited college/university
- Experience is preferred
- Master's degree is preferred

Functional/Technical

- Proficient in required technology including but not limited to classroom management software (PowerSchool, Moodle), Google Docs, PowerPoint, Word, Excel, and internet

Interpersonal Effectiveness

- Strong positive verbal and written communication skills
- Professional, approachable, friendly
- Respectful of others
- High level of integrity
- Efficient and well organized
- Ability to handle difficult situations with tact and diplomacy
- Patient and calm demeanor under pressure
- Strong project management skills
- Able to multi-task and prioritize responsibilities
- An independent worker able to trouble shoot and problem solve

Working Conditions and Physical Requirements

- Indoor and outdoor environment
- Hearing and speaking to exchange information
- Seeing to read and verify accuracy of information
- Standing and walking for extended periods of time
- Dexterity of hands and fingers to operate computer and other equipment
- Ability to navigate up to three flights of stairs
- Lifting a minimum of 20 pounds