



Position Description Director of Operations

Purpose: The Director of Operations performs a variety of supervisory, administrative, hands on, and professional functions while leading the programs, projects, systems, activities, and personnel involved in facilities and support programs related to school operations. This oversight will include the following programs: Food, Transportation, Facilities (including housing and grounds). Given the expansive scope of these duties, the essential attributes required for the position are managerial in nature: critical thinking, organization, follow through, relationship building, communication skills, and fostering team-work. In-depth familiarity with specific plant systems is a desirable, but not a required, skillset.

Reports To: The Executive Director

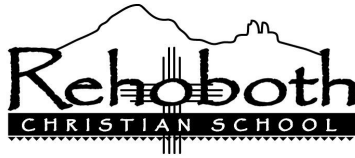
Supervises: Facilities Supervisor, Technology Manager, and Food Services Manager and **acts as** the Transportation Manager (See Transportation Manager Job Description).

Terms of Employment: Employed on a 12 month contract with salary and benefits as approved by the Executive Director.

Qualifications:

1. The area of responsibility for this role is very wide and thus requires thorough knowledge of various school processes. Must be a competent leader, organized and able to plan many different kinds of operational activities in an efficient manner.
2. Ability to oversee and plan with long term perspective while also serving the immediate needs of the school community.
3. Ability to create a budget and manage expenses in coordination with the Director of Finance.
4. Experience in finance, construction, maintenance, campus management and planning, food regulations, and transportation.
5. Knowledge of the related industry's legal rules and guidelines, DOT regulations, and technology infrastructure.
6. Outstanding communication and people skills
7. Familiarity with the Google suite and various business software.
8. Bachelor's degree in business administration, campus management or related field preferred.
9. Analytical skills to evaluate data and make operational decisions.
10. Experience in Private or Independent Schools is preferred.
11. Evidence of Christian commitment and testimony, commitment to Christian education and the mission of Rehoboth Christian School.

Responsibilities:



- Serve as a member of the Administration Team
- Hiring, supervision, and evaluation of employees in programs of oversight.
- Execution of strategic plan goals and strategies as set forth by the Board of Trustees.
- Maintain operations annual budget in cooperation with the Finance Director.
- Plan and monitor the day-to-day running of business operations to ensure smooth progress
- Manage procurement processes and coordinate material and resources allocation
- Review financial information and adjust operational budgets to promote cost savings
- Manage relationships/agreements with external partners/vendors
- Prepare and maintain a variety of reports, records and files related to facilities, construction, vehicles, controlled materials, real estate, network, transportation and insurance requirements.
- In reliance upon the expertise of outside vendors, responsible for maintaining essential systems (for example, electrical, ventilation, and plumbing).
- Monitors and supports our SchoolDude preventative maintenance program, work order and Tripdirect Software.
- Operate a variety of equipment as necessary.
- Ensure that the entire operations runs with legality and conformity to established regulations
- Participates in the formulation and development of capital projects, special projects, policies, and procedures.
- Other duties as assigned by supervisor.

1. Facilities, Construction & Grounds

- a. Oversee the Maintenance department. This includes but is not limited to, prioritizing work projects, project review, capital improvements, facility upgrades, oversight of safety, grounds, landscaping, etc.
- b. Prepare agendas and serve as advisor to the Facilities Committee.
- c. Develop and execute a long term Facilities Plan for RCS.
- d. Maintain and update the Campus Masterplan.
- e. Oversee, planning, budgeting, construction, and completion of all new school construction.
- f. Coordinate with administrative team and various committees on facility issues.

2. Technology

- a. In concert with the Director of Technology, provide direction to the campus-wide Technology Program.

3. Food Services

- a. In concert with the Food Services Manager, provide direction to the food services program.

4. Transportation

- a. Oversee the Transportation Department. (Click [Here](#) to view the Transportation Manager Position Description.)

April 2019