

## **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), and the school I.T. Network. 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 and works closely with the RCS Finance and Facilities Committee.

**Supervises:** Managers for Facilities, Food Services and Transportation and may **act as:** the Transportation Manager (See Transportation Manager Job Description), as well as the Facilities Manager (See Facilities Manager Job Description.) Also serves as an active member of the admin team, as well as the chair on the Facilities Steering Committee.

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

### **Qualifications:**

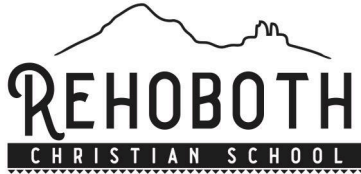
1. We are looking for an experienced Director of Operations to organize and oversee the daily operations of our company.
2. The area of responsibility for this role is very wide and thus requires thorough knowledge of various company processes. The ideal candidate must be competent and able to plan many different kinds of operational activities. He/She must be an excellent leader who can discover the most efficient ways to run the business.
3. The goal is to safeguard and augment the efficiency of the company's operations to facilitate accelerating development and long-term success.
4. Develops the entire operations budget coordinating with the Director of Finance, monitors, controls and authorizes expenditures in accordance with established policies and limitations.
5. Experience in accounting and finance, construction, maintenance, campus management and planning, food regulations, and Transportation.
6. Knowledge of the related industry's legal rules and guidelines, DOT regulations, and technology infrastructure.
7. Excellent organizational and leadership abilities
8. Outstanding communication and people skills



9. In depth knowledge of diverse business functions and principles (e.g. supply chain, finance, customer service etc.)
10. Familiarity with MS Office and various business software
11. Sc/BA in business administration or relevant field; MSc/MA will be a plus, and (or) 10 plus years proven experience in a Director's position or equivalent.
12. Analytical skills to evaluate data and make operational decisions
13. Skilled at developing long-term operational strategies, working closely with senior management to meet company objectives. Ideally, these leaders oversee the documentation of all operations to ensure that consistent, efficient workflows are in place, yielding optimal productivity and performance.
14. Experience in Private or Independent Schools is preferred.
15. Good written and verbal communications skills is a must.
16. You will be the one to ensure that our operation's business is well-coordinated and productive by managing its procedures and coaching its people.
17. Evidence of Christian commitment and testimony, commitment to Christian education and the mission of Rehoboth Christian School.

### **Responsibilities:**

- Liaise with superior to make decisions for operational activities and set strategic goals
- Plan and monitor the day-to-day running of business operations to ensure smooth progress
- Supervise staff from different departments and provide constructive feedback
- Evaluate regularly the efficiency of business procedures according to organizational objectives and apply improvements
- Manage procurement processes and coordinate material and resources allocation
- Oversee parental support processes and organize them to enhance their satisfaction
- Review financial information and adjust operational budgets to promote cost savings
- Revise and/or formulate policies and promote their implementation
- Manage relationships/agreements with external partners/vendors
- Prepares and maintains 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, is responsible for maintaining essential systems (for example, electrical, ventilation, and plumbing).
- Monitors and supports our SchoolDude preventative maintenance program, work order and Tripdirect Software.
- Operates a variety of equipment as necessary.
- Communicates and collaborates with school personnel and outside organizations to exchange information, resolve issues, and coordinate physical plant needs required for activities and special events.
- Evaluate overall performance by gathering, analyzing and interpreting data, metrics and employee performance



- Ensure that the entire operations runs with legality and conformity to established regulations
- Hires, trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.
- Participates in the formulation and development of capital projects, special projects, policies, and procedures.

**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. Coordinates with other personnel in upper management and various committees (including the Board's Facilities Committee) 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. (See the Transportation Manager Position Description.)

**Other Duties:**

In keeping with the School's culture and philosophy, each employee may be required to perform a wide range of duties from time to time. Such duties may or may not be directly related to their regular responsibilities.