

## Job Description: Operations Manager

Administration in collaboration with the Business Manager and School Administrator

- Ensure smooth operations and positive, safe work/school environment including setting up an internal organization that permits effective communication, up and down
- Meet weekly with Finance Manager and School Administrator to plan tasks to achieve mutually determined goals and efficient day-to-day internal operations
- Pray for the school, students, faculty/staff, families and operations of the school
- Address discipleship/spiritual formation needs of the school
- Set up and maintain an attractive environment that is compatible with the character of the institution
- Promote harmonious and constructive relationships among parents, students, faculty, staff, administration, and Board.
- Establish standards and procedures for student admissions and dismissals and interview all prospective students and families
- Bring to the attention of the Board such matters and information as are appropriate to keep the Board fully informed to meet its responsibilities. Maintain open communication with the Board chairman to assure smooth operation
- Enforce expectations for student and staff conduct as defined in Policy

Customer Service

- Answer door and phones
- Respond to immediate and routine needs of all constituent groups – administrators, teachers and staff, students, families, business contacts, tenants, Board of Directors

School Operations

- Maintain Student Database and student records: attendance, monthly tuition billing, cumulative records, report cards, health and safety records.
- Submit required state reports/data collection such as immunizations, A3N, restraint and seclusion, A12C, BTLA A-9, BTLA A-12
- Maintain donor records and mail thank you receipts.
- Provide any necessary information to the bookkeeping service.
- Obtain and maintain supplies, materials, office equipment, inventory
- Manage calendar and events including field trips
- Coordinate Admissions/Readmissions: tours, registration materials, financial aid
- Coordinate substitutes, volunteers and schedules
- Safety: coordinate drills, building security procedures, monthly/annual inspections
- Develop and maintain approved driver list
- Provide first aid to students and communication to parents as needed
- Coordinate school lunch program (as needed)

Facilities

- Respond to immediate needs required for safe operation
- Maintain records – safety/security, inspections
- Direct/manage custodial and maintenance tasks/volunteers
- Tenant relations – rent, coordinate repairs, issues
- Select for employment competent personnel to fill maintenance/custodial positions

#### Human Resources

- Maintain personnel files for all employees including background checks
- Facilitate hiring process and collecting a completed I9 and W4
- Orient new staff
- Oversee volunteers including facilitating background checks
- Assign substitutes as needed

#### Communications

- IT support
- Maintain the website – current and appropriate information
- Provide timely communication to staff and parents – newsletters/email/social media
- Set up and maintain group communication system
- Facilitate in building communications – daily announcements, yearbook

#### Promotions

- Maintain databases
- Create promotional materials and prepare mailings/fliers, etc.

#### Qualifications and Requirements

- A mature Christian who demonstrates living in relationship with Christ, passionate love for the Lord, a desire to serve in educational ministries, and accepts the Statement of Faith
- College degree or comparable experience in business management or operations or public relations
- Demonstrated ability to manage multiple priorities, be responsive to time constraints and work collaboratively as part of a management team.
- Excellent written, verbal and interpersonal communication skills
- Exceptional people skills; good interpersonal ability; capacity to build and maintain close relationships and engender trust with a wide range of constituents
- Integrity above reproach
- Strong work ethic