



## Director of Operations, Full Time

Approved October 2023

### Overview:

This role is responsible for management and oversight of the school's facilities and grounds maintenance, and our compliance with municipal, human resource, and other licensing and regulation needs of the school. This role seeks to position the school's physical assets to fulfill our mission of cultivating healthy, confident, and compassionate learners.

The general responsibilities of the Director of Operations include:

- Oversee the functions and policies & procedures of Facilities Maintenance and Groundskeeping
- Liaising with Family Association representatives on playground and campus beautification projects
- Oversee personnel records, manage human resource and assist hiring needs, working alongside Hiring Committee, College of Teachers, and Faculty Chair
- Oversight of health & safety/emergency management policies and procedures, in conjunction with the Board of Trustees
- Managing orders of supply and material needs of all programs, Administration, and the common areas of the school
- Oversee facilities maintenance, contract services, inspections, licensing, and health & safety needs, including licensing and permitting compliance requirements for state, local, and federal agencies (DHR, IRS, OSHA, etc.)
- Campus Master Planning oversight
- Working alongside the Director of Business to set budgets indicative of current and projected needs
- Planning, management, and oversight of capital projects
- This position reports directly to the Administrator

### Minimum Requirements

- 5+ years of professional experience in Human Resources, Management, Operations, or related fields
- Proven track record working as a part of a team
- Experience working with outside agencies and contractors
- Willingness to learn database software
- Agreement with the school's Policies and Procedures Handbook

### Preferred Experience

- Management or related degree
- Human resources experience
- Experience working with non-profit organizations (501(c)(3) status entities, preferably in independent schools, or similar environment
- Exposure to Waldorf Education
- Experience working with the consensus model of decision-making

### Compensation

- Starting salary is \$24.2K, determined as recommended by the Administrator and approval of the Board of Trustees
- 2 weeks paid time off

- In general, salaried Faculty and Staff are eligible for medical insurance (employee pays a portion of the cost).
- Salaried Faculty and Staff are also eligible for partial tuition remission for dependent children as per the Tuition Remission Policy.
- Salaried Faculty and Staff are eligible for dental and vision insurance through the school, with the employee paying a portion of the cost.

#### Hours

- Administrative staff members are required to attend weekly Admin team meetings, Faculty meetings (Wednesdays from 4:20-5:20), and occasional functions which may occur on the weekends or after 5:30pm.
- The expectation is approximately 33 hours per week at the hours listed above. It is year-round, with flexible work hours and space during summer months.
- See the school calendar for school holiday closings, typically all Federal holidays, plus one week at Thanksgiving and Spring Break, two weeks at Winter Break, and one week each at the start and end of summer programs.