

The Da Vinci School

Director of School Operations

January 10, 2023 (updated - short form)

Job Description

The Director of Operations manages the operations of the school. The Director of Operations develops and implements systems and procedures that ensure the safety and upkeep of the school. As a member of the school leadership team, the Director of Operations provides leadership and insight into the logistical needs of the school.

Essential Functions of the Position

- Oversee the daily operations of the school
- Manage and oversee the security of the school (access, alarm systems, cameras, etc.)
- Manage and oversee the maintenance of the school facilities (HVAC, plumbing, electrical, fire systems, etc.)
- Manage and oversee janitorial services to ensure clean and sanitary school conditions
- Ensure school-wide compliance with health laws, state education mandates, licensing, building codes, safety requirements, and all federal and state workplace regulations
- Provide input to the Head of School on the school's budget and finances. Develops cost savings initiatives.
- Conduct real asset, capital asset and high-value property management. Develops, maintains and controls property inventory.
- Coordinate the completion of all phases of the life-cycle for maintenance and construction projects.
- Provides regular reports for the purpose of conveying information including but not limited to: projects, maintenance issues and property/high-value items to the school Board of Directors
- Develop performance metrics to create continuous improvement of process, procedures and practices to maintain optimum performance
- Available on a 24/7 basis for weather emergencies and crisis events

Knowledge and Skills

- In-depth knowledge of the systems and procedures required to operate an early childhood school facility
- Knowledge of common laws, policies and regulations pertaining to early childhood schools
- Knowledge of principles, methods, techniques and strategies of organization, management, and supervision
- Working knowledge of Microsoft Office (Word, Powerpoint, Excel) and videoconferencing software
- Ability to use basic tools to assemble school items and make basic repairs as needed
- Strong ability to plan, develop a strategy, organize, prioritize, work under time constraints, and be flexible in an environment of multiples tasks and changing priorities
- Sufficient interpersonal and communication skills to relate well across multi-cultural, multi-experience, multi-background audiences including students, staff, administration, parents and the community
- Strong critical thinking skills and the ability to apply empirical principles and procedures in work performed
- Eagerness to learn, openness to feedback, and confidence in giving feedback
- Team player who is mature, humble, has a strong work ethic, and follows through
- Previous experience managing others is desirable