



Chief Operating Officer (COO)

Cathedral High School in Indianapolis, an independent Catholic college preparatory high school in the Holy Cross Tradition, is seeking a Chief Operating Officer (COO). If interested, download and complete the application from [Cathedral's Career Page](#). Please submit all applications with a cover letter, resume, and collegiate transcripts to Beth Ernst, Human Resource Generalist at bernst@gocathedral.com.

Applications are being reviewed now. Deadline to submit an application is June 7, 2019.

SUMMARY:

The Chief Operating Officer is appointed by the President. The COO will be working alongside the President, CFO and Principal as the core leadership team of the school and interact with parents, students and community in a lead role. The core leadership team will also partner with the VP of Advancement, Board of Trustees and senior leadership team to forward the school strategically in accordance with its mission. The Chief Operating Officer is responsible for the oversight and management of all non-programmatic components including: facilities and maintenance, risk management, security, food service and transportation. The COO works with all members (whether employees or contracted vendors) of maintenance, janitorial, transportation and cafeteria staff, President's Cabinet, and other support staff to ensure efficient and safe operations for all building and grounds for Cathedral High School, including the implementation of a facility rental policy. The COO will also oversee the Innovation Center project as the school's primary member on the Board of Director's FITT Committee. In addition, the COO will oversee all Brunette Park development projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, with the understanding that other duties may be assigned:

Co-creates an atmosphere in which the faith community can develop and flourish. As a role model, provides spiritual leadership to the Cathedral Community.

Serves as a member of the President's Cabinet and works collaboratively with the President's Cabinet in formulating the strategic goals and future direction for Cathedral High School.

The Chief Operating Officer oversees the commercial operations of the school in concert with the President. The COO oversees the contracted Director of Maintenance and Facilities and the maintenance crew, and works with the Supervisor of the Janitorial Staff in overseeing the cleaning services for the school.

Provides regular inspections of all buildings and the campus grounds (including athletic facilities) to ensure the safety, repair and maintenance of those spaces. Works with engineers on the space and usage study and building projects.

Works with contracted vendors on building repairs and is the point of contact with insurance company to report loss/damages.

Oversees the implementation of the Master Plan of the school.

Serves as the overseer of the Master Planning Process, working closely with the selected architectural firm, construction vendors, and supervises all construction projects.

Prepares annual budget for Plant, Property & Equipment expenditures and is responsible for budget compliance.

Assesses necessary capital improvements and deferred maintenance projects, obtains RFPs and/or quotes, and prepares the annual budgets.

Ensures that all operations contracts (i.e., building maintenance, janitorial, landscaping, cafeteria, equipment, vehicle-related services) are bid in accordance with Cathedral's vendor policy.

Monitors current neighborhood activity (including Athletic campuses) to include serving as a liaison with the Millersville at Fall Creek Valley Neighborhood Association, the city of Indianapolis Planning Office and any private sector business entity that might affect the development of our neighborhood.

Serves as a representative at some community events on behalf of Cathedral High School.

Serves as the liaison between the school and the Facilities, Infrastructure, Technology and Transportation Committee of the Board of Directors. Assists the FITT Committee in determining priorities and ensures the priorities align with the Master Plan and Strategic Plan.

Attends Board of Directors meetings as requested.

Chairs any task force and/or committee deemed necessary by the President.

SUPERVISORY RESPONSIBILITIES:

Directly supervises employees or contracted staff of maintenance, janitorial, landscaping, transportation and cafeteria staff. Carries out supervisory responsibilities of outside vendors in accordance to contractual agreements and the organization's policies and procedures and applicable laws. In addition, this position directly serves as a liaison with the Chairman of the FITT Committee of the Board of Trustees.

QUALIFICATIONS: The applicant should be an active and practicing Catholic in good standing with her/his parish and should be comfortable leading with and articulating her/his faith. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B.A./B.S.) from a four-year college or university; or five to seven years related experience and/or training; or equivalent combination of education and experience. Incumbent must have some experience in a school setting and in using various computer programs such as Word, Excel, and Outlook. Incumbent must also be proficient and comfortable dealing with employees and general public on a routine basis and have strong written and verbal communication skills.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbent will be required to stand and or walk routinely throughout the work day as well as be able to use their fingers, hands, arms to reach, climb or balance. Incumbent will also have to routinely be able to stoop, kneel, crouch or crawl as well as talk or hear. Incumbent will have to routinely during the work day be able to lift of to 100 pounds and be able to occasionally lift over 100 pounds. Incumbent must have good vision being able to focus near and far when required as well as have good peripheral and depth perception with an ability to adjust focus as necessary to perform the tasks of the job including but not limited to working with mechanical equipment, electrical wiring, plumbing, blueprints, computers and building maintenance.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbent will be required to work in wet or humid outdoor conditions as well as work possible extreme temperature and near moving mechanical parts and high precarious places. Occasionally incumbent will be required to work around fumes and airborne particles as well as toxic or caustic fumes or chemicals and working on equipment that could result in electrical shock or vibrations including boilers, pumps, chillers and servicing roof tops. Incumbent made be subjected to moderate and loud noise levels routinely as a part of the work completed.

Character Qualities necessary to be successful in this position: These are examples:

Diligent

Organized
Thorough
Serving Leader

APPROVAL	
<hr/> <i>Initiator Signature</i>	<hr/> <i>Date</i>
<hr/> <i>Supervisor Signature</i>	<hr/> <i>Date</i>
<hr/> <i>Human Resource Signature</i>	<hr/> <i>Date</i>