



LYCÉE FRANÇAIS
DE SAN FRANCISCO

Position: **Chief Operating Officer**

The Lycée Français de San Francisco (LFSF) is seeking an experienced leader to serve as **Chief Operating Officer (COO)**.

Come to and join us to create true global citizens by combining the best of French and American educational systems!

About the [Lycée Français de San Francisco](#)

We strive to maintain an international community emphasizing academic excellence and personal achievement while developing innovation skills - communication, collaboration, critical thinking and creativity. Our academic program is based on the rigorous French curriculum through a convention with the AEFÉ and enriched by key elements of the American college-prep educational system including Language, Arts, Literature, History, Mathematics and Sports, preparing our multi-lingual and multi-cultural K-12 students for success at the most prestigious universities and beyond. Our three Bay Area campuses 950 students of 71 nationalities in two pre-school & elementary schools in San Francisco and Sausalito (~625 students from pre-K to Grade 5) and a middle & high school in San Francisco (~375 students from Grade 6 through 12).

Our students earn an American high school diploma, as well as the French Baccalauréat, which qualifies them to attend the best universities in the United States, France and around the world.

Job Description

The COO will serve as the school's operational and administrative leader responsible for admissions, marketing, finance, advancement, HR, communication, security, IT and facility management and operation. The COO will manage and develop the internal organization processes and infrastructure to allow the school to continue to flourish and fulfill its mission.

The COO will report to the Head of School (HOS), support HOS's effort and work collaboratively with three campus directors responsible for pedagogy to ensure the continuation of LFSF's rigorous academic and extra-curricular standards. The COO will rely on a management team of department heads, some of which he/she will recruit.

Responsible for overseeing the LFSF's operations, under the supervision of the HOS, the COO will:

- Oversee risk management and legal activities, including letters of agreement, contracts, leases, and other legal documents and agreements.
- Implement the strategic plan initiatives

- Support the HOS where needed regarding recruitment, retention, hiring, compensation and performance reviews.
- Manage real estate and facilities and assist in facilities planning, including all real estate acquisitions, construction and renovation projects
- Ensure and oversee the ongoing maintenance and updating of information systems and infrastructure and devices
- Oversee the administrative functions and day-to-day operations of the 3 campuses
- Define and drive admission & retention programs
- Oversees financial planning and reporting including the organizational budgeting process
- Supervise marketing & communication efforts
- Perform other duties as directed by the Head of School and Board of Trustees as they pertain to the operational and administrative functioning of the school
- Represent the LFSF at school and community events that happen on evenings and week-ends and occasionally outside of the Bay area
- Prepare and present the administration report to the Board of Trustees monthly meetings and attend the meetings of the various Board committees.
- Make decisions and demonstrate leadership that supports the vision, mission, goals, and interests of the school and of students.
- Define optimal organization for the administration of the school
- Recruit, assess, supervise and assign priorities to all administrative Directors
- Define goals and priorities for each department
- Coordinate accreditation processes
- Follow up on recommendations from our accreditation bodies
- Develop and implement school processes and policies
- Prepare and participate in the Annual negotiation with the staff association.
- Handle school litigations with students or families in the interest of the school
- Support the HOS with employee litigation and disciplinary measures
- Ensure development of our culture of philanthropy and our fundraising initiatives

Candidates are expected to have a real understanding of working in a multicultural and multilingual context and will embody the integrity, respect, leadership, openness to learning and diversity, and service to others that are consistent with the School's values.

The ideal candidate will have many of the following qualifications and qualities:

- 3-5 years of senior administrative responsibility with a proven track record
- Excellent academic credentials including a graduate degree
- A deep understanding of the American non-profit and legal system
- Knowledge of the French educational system
- Successful experience with administrative and personnel management, including a record of attracting, retaining and developing excellent staff
- Assertive leadership in conflict and challenging situations
- Highly adaptable and able to work with diverse constituencies including parents, faculty, staff, the Board and the French administration
- Ability to motivate, delegate to and empower staff
- Team player driven by innovation and results
- Excellent communication skills with experience in a multicultural environment

- Demonstrated fundraising experience
- Proficiency in spoken and written French

Start Date: July 1st 2019

Status: Full-time Exempt

Location: San Francisco

To apply for this position, please submit, by Friday, May 31st 2019:

- Cover letter expressing interest in the position;
- A statement of leadership philosophy (if not included in Cover letter);
- Current résumé;
- List of five references with name, phone number, and email address of each

All applications must be submitted, to the attention of Mr. Texier, Head of School, at:
hos@lelycee.org

The Lycée Français de San Francisco is an equal Opportunity Employer. All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. This position does not include any relocation assistance. No phone calls please.