Position: Director of Operations

Reporting Line: Reports directly to the Head of School

School Summary:
All Saints Academy was founded in 1966 as St. Paul's Episcopal Parish School under Father Gilbertson and Father Sturrup of Saint Paul's Episcopal Church. The school did not adopt its current name until 1993, when the middle and upper school portions of the facility were added, extending the grades serviced to grade twelve.

Mission
Inspiring independent thinkers, principled leaders, and humble learners.

Vision
All Saints Academy exemplifies Judeo-Christian values within an Episcopal tradition. We welcome students of all racial, cultural, and religious backgrounds striving to maximize each student's unique potential by instilling a sense of worth that comes with purpose, direction, commitment, and success.

Position Summary
To lead, develop, plan, and evaluate policies and procedures in all areas of campus operations, including facilities and grounds management, construction management, custodial services, transportation, campus security and health and safety protocols, and food service. Responsible for project management, operations, budgetary planning, forecasting, and implementation. Directly supervises our Facilities Manager, Facilities Team, Clinic Staff, Technology Department, Bus drivers, and Security Officers.

Essential Duties and Responsibilities

- Create an annual operating budget and capital renewal planning through Provision for Plant Replacement, Renewal and Special Maintenance (PPRRSM) budget for the facilities department in conjunction with the Head of School and with advice of the Facilities Committee, and control facilities expenditures.
- Supervise the Facilities Manager in establishing and maintaining standards of physical plant janitorial, maintenance, and repairs with respect to the preservation of property, safety, the quality of students and faculty life, functional use and esthetic values.
- Responsible for personnel management, including performance evaluation, and training and development for facilities, clinic, and security staff.
- Serve as the primary point of contact for the school by coordinating planners, architects, engineers, and contractors for campus master planning and major construction and renovation remodeling projects under the Head of School.
- In collaboration with HOS, lead the strategic development and management of the campus (e.g. master plan, zoning compliance, utility services, energy management).
- Coordinate construction work and oversee large renovation/new building projects.
- Develop, implement, and maintain a system to solicit, collect, and evaluate all requests for bids and contracts on all approved projects with the the Head of School.
- Identify and manage preventative maintenance and capital project initiatives including buildings, mechanical systems, and equipment.
- Supervise purchase and maintenance of appropriate office furniture, fixtures, equipment, supplies, and systems to support the administrative and educational needs of the school.
- Supervise clinic staff and security officers to ensure that all health and safety systems are fully functioning and that the security systems are operating at the level specified and within the expectations of the school community and security task force.
- Work with the Compliance Officer to ensure compliance with all government regulations including ADA, OSHA, hazardous materials, fire/health, and building inspection.
- Develop, administer, and implement the school’s crisis management and safety and security plans in accordance with the school’s security task force short- and long-term strategies.
- In coordination with the Leadership Team, conduct training and drills on policies and procedures for employees and students regarding emergency management, general safety, and building security.
- Work with IT, Facilities & Maintenance departments and Division Heads to develop and implement building and ground security protocols including access control procedures, parking and traffic enforcement. Establish internal controls and conduct periodic inspections.
- Ensure compliance with local, state and federal mandates as it relates to school safety programs and reporting.
- Maintain a security call list and serves as 24-hour first responder for security calls.
- Develop and implement a positive work environment and team-building skills to enhance staff performance and well-being.
- Serve on the Facilities Committee of the Board of Trustees.
- Supervise the purchase of all school vehicles and ensure all transportation program guidelines are followed.
- Manage transportation program oversight to include bus safety, driver qualifications, and annual drug testing.
- In collaboration with the HOS and manage the school’s dining contract and oversee quality compliance.
- Performs other projects and duties as assigned.
Knowledge, Skills and Abilities

Knowledge of operations for campus facilities systems, along with regulatory compliance principles and practices.

- Knowledge of federal, state, and local building standards and codes.
- Knowledge of public safety and security procedures, systems and leadership.
- Extensive experience with the hiring, supervision and monitoring of subcontractors.
- Ability to read and understand proposed plans, blueprints and schematics with a critical eye for practicality and costs is preferred.
- Strong background in school operations.
- Skill in budget and resource management.
- Skill in independent decision making.
- Skills using technology and software including google suite.
- Skill in personnel leadership and supervision, along with management of large organizations.
- Ability to adapt and maintain professional composure in emergency and crisis situations.
- Ability to develop and maintain effective and positive working relationships.
- Frequently lift equipment and materials weighing 50 pounds or more.
- Crawl, climb ladders, twist, turn and reach in completing a variety of job duties.
- Work outside in hot or cold conditions for extended periods of time.
- Ability to work flexible hours, including evenings, weekends, and special events.

Education
Bachelor’s degree in engineering, architecture, construction management, or a closely related field of study required.

Experience
At least five years leadership experience in management of campus facilities systems, operations, and large construction projects preferred.

Equivalency
Directly related experience or a combination of directly related education and experience may be considered in place of the above requirements.

Additional Responsibilities
Assume other responsibilities as requested by the Head of School, including but not limited to the work assigned in executing the Strategic Plan.