



ST. JOHN'S PREP

Assistant Head of School for Campus Operations

About St. John's Prep

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do and stand for good in the world. We enroll approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

St. John's is a faith-based community grounded in and fortified by three main cultural priorities: recognizing all people as created in the image and likeness of God, embracing a habit of excellence grounded in a growth mindset, and empowering individuals to be unique expressions of God's love in the world. Strong candidates will embody the Catholic principles and Xaverian values that guide our institution to help foster a supportive and inclusive campus environment. For further information on how faith animates St. John's, please visit our [Statement on Xaverian and Catholic Identity](#).

Position Overview:

The Assistant Head of School for Campus Operations is a senior leadership position that will provide a student-centered approach to the strategic leadership and management of all operational functions at St. John's Prep. While the position is focused on support services the focus and direct impact of the work of the Assistant Head of School for Campus Operations will contribute to school wide efforts to ensure our mission, vision and values are a lived experience among our students and within our community.

St. John's Prep is a complex organization and this role is designed to mediate the needs of multiple constituents to ensure that campus operations are effectively, efficiently and strategically supporting and enhancing the student experience. The position will interface with multiple stakeholders and must develop a customer service type approach while at the same time ensuring the primacy of the experience while navigating competing interests. The successful candidate will model a strong ability to engage with others along with tremendous organizational and project management skills.

This position is responsible for overseeing information services, facilities management, auxiliary programs, dining services, transportation, safety, and emergency management across a 175-acre campus that includes 12 buildings. In addition to overseeing operations for the academic year the position is also responsible for managing campus operations for summer programming. The Assistant Head of School for Campus Operations will ensure these operations are aligned with our mission to foster an inclusive, faith-based educational community, rooted in the values of the

Xaverian Brothers, where students are encouraged to reach their full potential academically, spiritually, and personally. The Assistant Head of School for Campus Operations must be a team player with a consistent focus on supporting all members of the Prep community and advancing the mission and values of the School. The Assistant Head of School for Campus Operations must demonstrate effective leadership and human resource management skills along with strong proficiency in project management. This is a full time, year-round position.

The Assistant Head of School for Campus Operations reports to the Head of School and manages five (5) direct reports (Managing Director of Facilities, Managing Director of Information Services, Managing Director of Strategic Programs and Auxiliary Services, Bookstore) as well as vendor relationships for dining (SAGE) and transportation (Salter Transportation and Healey Transportation).

Key Responsibilities:

- **Project Management and Campus Resource Scheduling:** Serve as the primary project manager for all campus operations and coordinate efforts, among various operational teams to ensure all campus resources are appropriately maintained and ready for use to advance the School's mission during the academic year and summer programs.
- **Campus Facilities Management:** Oversee the facilities team and maintenance, safety, and functionality of the school's physical plant.. Ensure that facilities are well-maintained and support the needs of the school's academic, athletic, and extracurricular programs. Create multi year projections addressing deferred maintenance and capital projections in collaboration with the Managing Director of Facilities and CFO. Collaborate with the Managing Director of Facilities, CFO and Head of School in oversight and planning for construction projects.
- **Information Services:** Oversee the Information Services Team and ensure that technology infrastructure and services support the educational, advancement and operational goals of the school and function efficiently for students, faculty, and staff.
- **Strategic Programs and Auxiliary Services (SPAS):** Oversee the SPAS, including summer camps, facility rentals, and other non-academic programs that benefit the school community and support the school's financial sustainability.
- **Dining Services:** Serve as the primary liaison with the outsourced campus dining provider, ensuring that meal programs are nutritious, efficient, and aligned with the school's commitment to promoting student well-being.
- **Transportation:** Serve as the primary liaison with outsourced bus companies and manage all transportation services, including student and staff transportation logistics, ensuring safety, efficiency, and punctuality. Coordinate ad-hoc transportation needs and support student life and athletics in their transportation needs, as needed. Collaborate with School Life staff and Admission staff to ensure routes are meeting needs and to address any student issues that may arise. Collaborate with the Chief Financial Officer (CFO) to coordinate billing for

routes. Collaborate with the Managing Director of Facilities to ensure appropriate maintenance and cleaning of all SJP vehicles.

- **Safety and Emergency Management:** Develop and implement safety protocols and emergency response procedures for the campus. Oversee the campus security team, ensuring a safe environment for all students, staff, and visitors. Collaborate with the School Life Team in the development, assessment and practicing of emergency plans. Collaborate with the Facilities Team in identifying and addressing security concerns.
- **Bookstore:** Manage the bookstore staff and program in a manner that integrates the bookstore into school life and actively markets bookstore products via in store and online store interfaces. Engage students in the management of the bookstore as well as in the design and selection of products to be sold.
- **Strategic Planning & Budgeting:** Work closely with the CFO and Managing Directors of IS, Facilities, Auxiliary Programs and Safety | Emergency Management to create and manage operational budgets, ensuring financial sustainability and strategic resource allocation across all areas of responsibility. The Assistant Head is accountable for the annual operating and capital spend budgets for each department in the division as well as accountable for multi-year capital planning and operational forecasts.
- **Sustainability and Stewardship:** Promote and implement sustainable practices in campus operations, aligned with the school's mission of environmental stewardship and social responsibility.
- **Regulatory Compliance:** Oversees and ensures compliance with local, state and federal regulations for all areas in Campus Operations. Collaborates with the Head of School in reviewing the annual compliance document that will be reported out to the Audit Committee of the Board of Trustees.
- **Collaboration & Leadership:** Collaborate with the Head of School's Leadership Team, faculty, staff, and community to ensure operational practices align with the school's Catholic, Xaverian mission and values of inclusivity, respect, and integrity. Engage and support a wide range of constituencies including faculty, staff, trustees, students, parents, alumni, summer program families and campers and summer programs staff.
- **Complete an Annual Evaluation:** Submit an annual evaluation to the Head of School that outlines areas of strength and growth in campus operations as well as how the division has enhanced the student experience as well as constituents in our auxiliary services and summer programs.

Qualifications:

- Master's degree in Business Administration, Facilities Management, Educational Leadership, or a related field.
- Minimum of 5-7 years of experience in campus operations, facilities management, or related fields, preferably in an educational setting.

- Strong understanding of Catholic education and the Xaverian Brothers mission, with a commitment to fostering an inclusive and faith-based environment.
- Demonstrated experience managing large-scale operations across diverse areas (facilities, dining, transportation, etc.) and ability to optimally use and allocate resources across campus.
- Excellent technology skills and proficiency with Google Suites, Asana, SchoolDude and Blackbaud Financial Edge.
- Proven leadership skills with the ability to work collaboratively across departments.
- Excellent communication, problem-solving, and organizational skills.

Physical Requirements:

- Standing/sitting for long periods of time.
- Bending, lifting, pushing, kneeling, crouching, crawling, stooping.
- Must be able to lift up to 50 pounds.
- Must be able to reach at and above shoulder height to access higher areas of equipment, etc.
- Must be capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to exchange information in person or on the telephone.
- Use of hands and fingers for manipulation, and using computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

Mission Alignment:

The Assistant Head of School for Campus Operations plays a critical role in upholding the school's Catholic and Xaverian values. This position will work to ensure that the school's operations reflect a commitment to inclusivity, community, and excellence, fostering an environment where students can thrive both academically and spiritually.

St. John's Prep is committed to building a diverse and inclusive campus community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in classroom practice, student engagement, interpersonal communication, and curricular decisions. For more information about our academic, spiritual and student life programs, please visit www.stjohnsprep.org.

Interested candidates are asked to fill out [St. John's online application for employment](#), which can be found on the Employment page on stjohnsprep.org. If you need assistance with the application or have questions, please email Assistant Head of School for Human Resources Tracii Schaeublin P'22 '23 at tschaeublin@stjohnsprep.org. Please, no phone calls.

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