

# Old Trail School

*Old Trail School is an independent, coeducational day school in Northeast Ohio, serving 450 students from toddlers through grade 8. Founded in 1920, Old Trail offers a holistic and hands-on approach to education, taking learning beyond the classroom and into the wide-open spaces of its picturesque 62-acre campus, nestled in Cuyahoga Valley National Park. Guided by its Core Values of Respect, Responsibility, Goodness and Service, Old Trail is dedicated to an inclusive environment where all students are known, heard and valued. As the nation's only independent school located in a national park, Old Trail and its community have daily access to abundant resources, unparalleled experiences and a beautiful setting to call home.*

*Old Trail School is an Equal Opportunity Employer, and all employment decisions are made without regard to religion, gender, race, color, national or ethnic origin, marital status, sexual orientation, physical challenge, or veteran status. This policy extends to all aspects of recruiting, hiring, promotion, training, compensation and benefits.*

*If you have questions or a grievance related to this policy, please contact Sarah Johnston, Head of School, at 330.666.1118 or mail to: Old Trail School, 2315 Ira Road, P.O. Box 827, Bath, Ohio 44210-0827.*

---

## **POSITION: DIRECTOR OF CAMPUS OPERATIONS**

START DATE: 04.15.2025

REPORTS TO: ASSOCIATE HEAD OF SCHOOL

CLASSIFICATION: FULL-TIME, EXEMPT; SALARIED WITH BENEFITS

COMPENSATION: COMPETITIVE WITH AREA INDEPENDENT SCHOOLS

## **JOB DESCRIPTION:**

The Director of Campus Operations will report to the Associate Head of School. The primary duties of this position will be in directing, managing and coordinating all routine building and grounds maintenance activities, custodial services, campus security, and budgeted enhancement projects throughout the building. The Director will be responsible for ongoing management of their assigned budgets. The Director of Campus Operations will be expected to have a mindset of continuous improvement and will work to mitigate any property & liability risk associated with the building and grounds.

This position requires that the candidate be able to work under minimal supervision and have the ability to lead the department to meet work goals and strategic initiatives. The ideal candidate will be detail-oriented and possess the physical agility to complete tasks in a timely and efficient manner. In addition, the Director should be knowledgeable of safe practices and protocols with respect to the tools and equipment being used and be able to train other members of the Facilities team on proper usage. The Director will collaborate closely with the Chief Financial Officer on budget and resource management. This candidate must have the

ability to interact and collaborate with all members of the Old Trail community in a positive manner.

**JOB DUTIES:**

- Hires, schedules, and supervises all building and grounds maintenance staff at the school. Responsible for department personnel management, including performance evaluation, salary administration, training and development, and discipline.
- Manages responses to all facility work orders originating from building users, using established processes and developing new processes as appropriate
- Schedules and performs regular preventive maintenance on all building systems, including solar panels, waste water treatment plant, HVAC systems, roofs, safety and monitoring systems, school vehicles and other equipment.
- Evaluates and selects 3<sup>rd</sup> party maintenance contractors and manages the fulfillment of their contract obligations, including quality control of their work. Keen oversight is required of contractors.
- Oversees regular cleaning of the school, supervises day custodians, and manages any contracted cleaning services.
- Organizes, schedules and supervises all repair and construction projects, with sensitivity to school seasonality and operational needs.
- Ensures compliance with local, state, and federal regulatory requirements, including work safety regulations. Oversees inspections of all building systems as needed for compliance (boiler, fire alarms, elevators, etc.).
- Creates annual operating budget and capital renewal (PPRRSM) budget for facilities department in conjunction with CFO and with input from the Building and Grounds Committee (if active) and controls and manages facilities expenditures.
- Develops and executes strategy for maintenance and operation of the campus.
- Collaborates with leadership to understand special needs and maintain quality of support to the mission (e.g. academic leaders, food service, athletics, technology, security).
- Provides facilities support for campus events, including assisting in the planning process as needed (e.g. setups and takedowns).
- Participates constructively in the strategic development and management of the campus (e.g. master plan, zoning compliance, utilities services, energy management).
- Participate on the safety and security committee.

**REQUIRED SKILLS:**

- Ten years of related technical work experience is required, including a minimum of two years of experience in an educational setting. Related experience could entail construction, plant engineering, or facility management.
- Proven personnel management skills and contractor management experience, with aptitude to judge quality of performance in all major technical trades and personal experience in at least one technical trade (carpentry, mechanical, electrical, structural)
- Technology user skills sufficient to prepare reports in Excel, Word, and PowerPoint.
- Strong communication skills (oral and written) and confidence in conveying information to all types of members of the community, including teachers, administrators, trustees, parents, students.
- Ability to adapt behavior to function effectively in the institution's culture
- Commitment to the institution's needs and readiness to respond 24/7/365 as reasonable and necessary
- College or trade school degree or equivalent experience required, preferably in one of the following disciplines: Business and/or Operations Management, Industrial Management, Construction Management, Civil, Mechanical or Electrical Engineering, or Architecture.
- 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.
- Work in a wide variety of environments as found in all areas of the school.

In addition to the primary responsibilities listed above and understanding that not all tasks involved with these responsibilities are itemized, the Director of Campus Operations is also required to perform any task assigned by the Associate Head of School or the Head of School on an "as needed" basis. It is expected that the Director of Campus Operations will show initiative in problem solving, be of assistance to employees of Old Trail School, and contribute to the school in a positive and proactive manner.

All applications should include a cover letter and resume. Please [Click Here](#) to apply.