



# THE KING'S ACADEMY

**Job Title:** Operations Manager  
**Job Status:** Full-Time, 12 months  
**Exempt Status:** Exempt  
**Department:** Operations  
**Reports to:** Director of Operations

## **Job Summary**

TKA is a Christ-centered school grounded in a Biblical worldview, and we are looking for an Operations Manager who is a follower of Jesus Christ and is dedicated to the school's Christ-centered mission. The Operations Manager provides day-to-day leadership of campus operations by supervising facilities personnel, overseeing custodial, maintenance, and grounds functions, coordinating vendors and preventive maintenance, and ensuring campus spaces are safe, clean, and ready to support learning. This role also plays a key leadership role in campus scheduling, supporting facility use coordination and serving as the primary developer and publisher of the school's master calendars and schedules in collaboration with Academic and Leadership teams.

## **Essential Job Functions**

### **Regular Activities**

- Mentor a group of students by meeting daily as part of the school's home group program
- Serve as the primary point of contact for facility-related questions and requests
- Manage the daily operation, custodial, maintenance, and safety of campus buildings, grounds, and infrastructure to ensure a clean, safe, and welcoming environment that meets TKA standards
- Train, supervise, evaluate, and develop team members in alignment with TKA's mission and values
- Create and manage staff schedules, time-off requests, and coverage plans
- Coordinate with HR on personnel matters, discipline, and compliance training
- Ensure facilities team follows safety protocols, uses PPE, and is up to date on compliance training
- Maintain familiarity with the school's IIPP/Workplace Violence Prevention policies and procedures, along with relevant building codes, fire safety regulations, and ADA requirements
- Maintain working knowledge of the school's emergency preparedness plans and facility-related emergency response procedures and act as the backup resource for safety orientations
- Provide oversight and support the Operations Specialist with facility use requests via Faciltron
- Manage scheduling conflicts and work with outside groups regarding facility needs
- Source, negotiate, and manage relationships with external vendors and contractors for repairs, maintenance, landscaping, custodial support, and capital improvement projects
- Coordinate facility setup and logistical support for school events, chapel services, athletic activities, and community functions
- Provide oversight and assist the Operations Coordinator with prioritization of the work order system's tickets and repair and improvement projects
- Develop and implement preventative maintenance programs for building systems, equipment, and campus assets to ensure reliability and extend service life
- Oversee inventory management for custodial supplies, maintenance materials, and equipment
- Assist the Director of Operations in preparing and maintaining the facilities and operations budget, tracking expenses, and identifying cost-saving opportunities
- Manage vendor relationships, process invoices, and maintain accurate records for the department

- Support capital projects and facility improvements by liaising with contractors, architects, and project managers during construction, minimizing disruption to academic operations, and conducting post-project walkthroughs to ensure satisfactory completion
- Serve as the primary developer of the school calendars and schedules under the advisement of Leadership and the Academic teams
- Collaborate with Athletics, VPA, and co-curricular areas to align calendars, bell schedules, early dismissals, late starts, and special timing schedules
- Publish and communicate calendar updates to faculty, staff, students, and families, and proactively communicate about facility projects, closures, and schedule changes

## **Qualifications**

### **Education and Experience**

- High school diploma or equivalent required
- Minimum of 3 years of supervisory experience required
- Working knowledge of building systems (HVAC, electrical, plumbing, etc.) and applicable safety regulations required
- Bachelor's degree or equivalent experience in Facilities Management or Operations *preferred*
- Experience in K-12 or independent school operations *preferred*
- Budget management experience *preferred*
- Bilingual (English/Spanish) *preferred*

### **Skills and Abilities**

- Foster a culture of service excellence, safety, and continuous improvement with a positive attitude
- Ability to motivate, develop, and hold accountable a diverse team
- Excellent skills in communicating both orally and in written form
- Strong project management skills
- Demonstrated ability to manage multiple priorities with competing demands
- Resourceful and solutions-oriented approach to operational challenges
- Demonstrated ability to lead by example
- Proficiency with calendar management systems and facility scheduling software desired
- Proficient with Microsoft Office and Google Suite
- Able to learn new software systems
- Valid CA driver's license and clean driving record

### **Core Characteristics**

- Commitment to loving and serving Jesus Christ and supporting the school's mission
- Ability to work under pressure and in a fast-paced environment
- Positive, flexible, resourceful, and solution-oriented
- Able to understand, love, and relate to students
- Must be active in or pursuing community in a local Christian body of believers
- Must have compatible theology in line with TKA's Statement of Faith and Lifestyle Agreement

### **Working Conditions & Physical Requirements**

- Required to use the computer throughout the day
- Work performed indoors and outside, at heights to include on roofs and in all weather conditions
- Use of ladders, power tools, and heavy machinery (forklift, carts, etc.)
- Lifting and transporting heavy objects up to 75 pounds
- Work will be performed on campus and require moving throughout the campus
- Working required hours and being available during non-working hours as needed; may be required to respond to emergency calls in a timely fashion for events, emergencies, and project oversight
- This position will occasionally require you to work weekends and overnights (for trips/events). As much advance notice as possible will be provided
- Work is generally performed **year-round 7:30am-4:30pm**
  - This position will occasionally require you to work nights, weekends, and overnights (for trips/events). As much advance notice as possible will be provided.

### **Salary & Benefits**

- TKA offers a [comprehensive benefits package](#) that includes medical, dental, and vision insurance. Additionally, TKA has an HSA and FSA plan, Employee Assistance Program, 403(B) base with matching contributions, basic life insurance, paid time off, and paid professional development.
- **Pay Grid:** Manager V
- **Pay Grid Range:** \$91,788-\$112,455
  - *Salary is based on a preset pay grid and determined by education and experience; Most candidates enter in the lower to middle range.*

### **Please Note:**

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; therefore, this job description is subject to change.*

**To apply for this position, please click our [application link](#) to be redirected to our recruiting website.**