



Opportunity Statement Operations Manager

Named in honor of Louise Thaden, a pioneering aviator from Bentonville, Thaden School opened in the fall of 2017 with just 50 students in Grades 7 and 9. With its well-resourced Indexed Tuition program, the School has grown steadily, and enrollment is over 380 students in Grades K-2 and 5-12 for the 2025-26 academic year. Designed by a world-class team of architects, the School's 35-acre campus in downtown Bentonville will support as many as 600 students. By the 2026-27 academic year, Thaden will offer Grades K-12.

Thaden School now seeks an Operations Manager, reporting to the Associate Head of School, to serve as the operational backbone of the Middle and Upper School Academic teams. The Operations Manager will ensure that the systems, logistics, and daily rhythms of school life run smoothly, supporting faculty, students, and school leaders through excellent organization, thoughtful coordination, and proactive problem-solving.

Role and Responsibilities

- Providing day-to-day administrative assistance to Middle and Upper School Division Heads and team, including calendar maintenance, communication, and organization of faculty meetings, retreats, and professional development.
- Coordinating MS/US academic budgets and procuring materials and supplies as requested by faculty while working within that budget.
- Managing logistics for key school events, such as the Fly-In, conferences, and new parent orientation.
- Supervising substitute teachers and managing the day-to-day needs of classroom coverage.
- Supervising the Front Office Administrative Assistant
- Providing backup reception and office coverage, including answering phones and greeting visitors, students, parents, and staff in the absence of the Administrative Assistant.
- Performing other duties in support of the School's mission as determined by the leadership team.

Skills, Qualifications, and Attributes

- Experience in a challenging, fast-paced work environment that requires versatility, adaptability, and resourcefulness.

- Experience as an executive assistant or project coordinator responsible for executing a variety of administrative processes such as creating and maintaining databases and electronic filing systems, managing calendars, etc.
- Proficient with Microsoft Office suite, Google Docs, and Google Calendar.
- Ability to prioritize effectively and work in a self-directed manner.
- Capacity to juggle mundane and complex tasks.
- Excellent judgment and discretion in responding to urgent, confidential matters.
- Strong communication and interpersonal skills.
- Ability to positively represent the school in all settings and circumstances.
- A founding spirit that embraces new challenges.
- College degree preferred.

Physical Requirements

- Job frequently requires standing, walking, and handling objects with hands.
- Job occasionally requires reaching, climbing, stooping, kneeling, pushing, pulling, and lifting up to 50 pounds.
- Some work performed outside, exposed to changing weather conditions.

Wage Classification

Based on the duties and requirements above, this position will be paid as a salaried exempt employee.

Applications

Please submit a statement outlining your interest in teaching, detailing subject matter expertise and extracurricular areas of experience, transcripts, cover letter, and resume through our online portal for [Thaden School Job Opportunities](#). The start date is the summer of 2025. Thaden is an equal opportunity employer and complies with all federal, state, and local laws that prohibit discrimination in employment because of race, color, national origin, citizenship, age (18 or older), religion, disability, marital status, veteran status, and sexual orientation. Applications by members of all underrepresented groups, including women and people of color, are encouraged.

All offers of employment are contingent upon successful completion of a criminal background check.

About the School

A non-sectarian independent school under the direction of its own board, Thaden School offers a challenging and innovative educational program that ignites in students a passion for discovery and learning, prepares them to succeed in college, and inspires them to lead lives of integrity, purpose, and responsible global citizenship. The School received full accreditation by the Independent School Association of the Central States in January, 2023, and Niche.com named Thaden the #1 independent high school in the state of Arkansas in 2022, 2023, and 2024.

At the core of the School's mission is a commitment to balance that takes many forms: a curriculum that integrates the sciences and the humanities; indoor and outdoor teaching spaces where sustainability is a tangible part of the lesson; hands-on programs for civic engagement; athletics and physical education programs that build confidence and character through competition and meaningful participation; and a diverse faculty and staff that empower students to think deeply and expansively about their potential and place in the world. The School's robust Indexed Tuition program supports the creation of a balanced learning community where students of many perspectives, talents, and interests learn and grow stronger together.

Located on a 35-acre campus in downtown Bentonville, the School is walking distance from the town square, Brightwater Culinary Institute, The Momentary, and a variety of other educational resources. The School engaged a world-class team of architects to design an enduring and innovative campus that sparks curiosity, inspires creativity, and invites reflection. The principal designer, Marlon Blackwell, is the 2020 recipient of the American Institute of Architects' Gold Medal, the Institute's highest honor. The School's first permanent buildings opened in the fall of 2019 and the completed campus was recently the subject of a feature article in Architectural Record.

The School's website features additional information regarding its mission, educational programs, and faculty and staff.