



Developing Christlike Character
and Academic Excellence

Director of Operations Job Description

Hired by:	The Head of School and The Board of Directors, Linn Christian Education Association
Responsible to:	The Head of School
Supervises:	Bookkeeper, Director of Food Services, and other operational support staff
Evaluated:	An annual written evaluation is provided by the Head of School
Type of Position:	This is a full-time, contracted, exempt employee that is paid on a salaried basis.

General Description

Job Summary: The Director of Operations is expected to faithfully employ their God-given gifts to lead all financial and operational functions of the school to support and enhance the educational mission of the school. The Director of Operations is responsible for the following departments and staff: accounting, human resources, facilities, transportation, and food services.

The Director of Operations position is a role on campus that calls for a person gifted with the ability and skills to provide strategic and operational financial leadership to support the institution's mission. The successful candidate will be able to work as a productive and encouraging administrative team member and be the person responsible for monitoring and ensuring the organization's financial health and effective communication of that to the Head of School and the Board of Directors.

Essential Job Functions

Finance

- Responsible for all areas of the accounting function, including developing and overseeing appropriate financial procedures and controls.
- Responsible for the preparation and presentation of monthly financial statements and analysis of account.
- Responsible for the development and monitoring the annual financial budget.
- Responsible for annual audit/financial review.
- Evaluate, purchase, and oversee insurance programs.
- Review vendor contracts (i.e., IT support, telephones, copiers, etc.)
- Support Head of School to implement strategies to achieve the financial goals of the strategic plan.
- Responsible for monitoring and reporting to the Board regarding the budget, and financial aspects of all programs and operations.
- Prepare the monthly financial package for the Board.
- Assist the Head of School with Board interaction as requested and attend monthly Board meetings as needed.

Human Resources

- Responsible for the implementation and delivery of faculty/staff employment contracts based on Head of School recommendations.
- Oversee and support non-teaching staff, including custodians, maintenance, and food services personnel
- Annual review of Staff Handbook.

- Evaluate, purchase and oversee benefit programs, including insurance programs.
- Administer retirement plan.
- Administer all required training through AEA Online Training.

Facilities

- Work with the Director of Facilities to ensure the effective maintenance, security and custodial services of school property (buildings, yards, major equipment, and other assets).
- Represent the school as the owner of capital projects, and appropriately directing the capital projects by the Board.
- Make decisions regarding any non-school and/or non-educationally related functions held in any school buildings or property.

Food Services

- Work with the Director of Food Services to plan, organize, and direct the school's food services and its budget.

Transportation

- Be responsible for the provision and operation of school vehicles and the development and maintenance of transportation procedures and policies.

Leadership

- Oversee the daily functions of the support personnel related to these areas of operations (facilities, food services, transportation).

Desired Professional Qualities

- Bachelor's degree from in a relevant field (business administration, accounting, etc.).
- 5+ years of experience in school operations or a related administrative role.
- Have a strong background in finance, budgeting, investing, and cash management.
- Have excellent organizational and leadership skills.
- Have excellent communication and interpersonal skills.
- Have a commitment to the Mission and Vision of Isaac Newton Christian Academy.
- Have a sound biblical understanding and knowledge of the philosophy of Christian education.
- Have interpersonal skills of sensitivity and compassion, as well as excellent oral and written communication skills.
- Have a proficiency in using technology and data management systems, including accounting software.
- Have a high level of attention to detail and problem-solving.

Required Personal Qualities

- Have the ability to set goals and be motivated to reach them.
- Be driven to achieve results that will make a difference at Isaac Newton Christian Academy.
- Effectively communicate and promote the school to parents, community contacts, and more.
- Tell the story of the school in effective, creative, and innovative ways.
- Take the initiative to make things happen and get things accomplished.
- Personable—The director should be very personable and easy to talk to since this individual will interact with constituent groups both internal and external to the school.
- Passion—The director must be passionate for independent Christian school education and Isaac Newton Christian Academy.
- Demonstrate sensitivity toward co-workers, parents, volunteers, and children, and an ability to interact effectively with them.
- Sign and live by the school's lifestyle statement as a condition for employment and continued employment ministry.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operations of the school.
- Display friendliness and a good sense of humor.
- Display courtesy and patience in dealing with others.
- Make an effort to appreciate and understand the uniqueness of the community.
- Be open to new ideas, initiatives, and concepts in operations.