



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – Director of School Operations

The Director of School Operations is a full-time, salaried position with a 12-month work schedule. The Director of School Operations will report to the Headmaster.

Position Overview

The Director of School Operations will oversee the operational functions of the school, ensuring a safe, efficient, and productive environment that supports our educational mission and enhances student learning. He or she works to ensure the operational success of the organization, ensure contractual and regulatory requirements are met, and that resources are managed effectively.

The essential duties and responsibilities of the Director of School Operations are as follows:

Leadership

- Assists the Headmaster in developing and overseeing the evaluation of the organizational philosophy, goals, and objectives reflecting school, sponsor, and state
- Assists the Headmaster in developing and maintaining a positive school/community climate and a safe and healthy environment conducive for academic success
- Maintains liaison with outside agencies, including, but not limited to, the Ohio Department of Education, charter school consultants, and the sponsor
- Assists in the recruitment, hiring, and training of operational staff
- Develops and implements professional development programs for non-teaching staff

Operational Management

- Develops and implements operational policies and procedures to ensure smooth day-to-day operations
- Manages school facilities, including maintenance, security, and custodial services
- Oversees transportation logistics, including bus schedules and route planning
- Coordinates food services to ensure compliance with nutritional guidelines and efficiency in meal distribution
- Supervises and supports non-teaching staff, including office personnel, custodians, and maintenance workers
- Maintains physical plant with in house maintenance along with outside contractors. Receives quotes on any needed repairs or facilities construction
- Develops all safety plans along with reporting to the State of Ohio on drills and safety assessments
- Oversees IT contractor and manages onsite IT staff to ensure campus technology is reliable and secure through management of enterprise backups, upgrades, maintenance, and monitoring
- Plans and manages for efficient use and maintenance of the organization's facilities, including custodial services and building security

Compliance Oversight

- Collaborates with the business manager, Board treasurer, and licensed fiscal officer to develop and manage the school's operational budget

- Monitors and controls expenditures to ensure cost-effective operations.
- Works with charter school consultants and the sponsor to prepare and administer grant applications and compliance with grant requirements.
- Works with charter school consultant to monitor school compliance with applicable laws, regulations, and rules
- Works with charter school consultant to assure all required government documents are timely filed to maintain the status of the school as a tax-exempt organization and to maintain any other documents required by board of directors, the state of Ohio, and the federal government
- Assures that all terms of the contracts held by the organization are being met including liability insurance and workers compensation
- Other appropriate duties as assigned by the Headmaster

Qualifications

- Bachelor's degree in Education Administration, Business Administration, or a related field (Master's degree preferred)
- Experience in school operations or a related administrative role
- Strong understanding of K-12 educational environments and public school operations
- Excellent organizational and leadership skills
- Proficiency in using technology and data management systems.
- Exceptional communication and interpersonal skills
- Ability to work collaboratively with diverse groups of stakeholders
- High level of attention to detail

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and retirement plan with employer contribution. Children will receive enrollment priority if a parent is full time employees at the time of enrollment. All employees will be required to pass background checks.

Application Process

Staff applicants must submit the following in a single email to the Job Search Committee: careers@cincyclclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate **your salary requirements.**)
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.